**Information Technology I**

**Course Syllabus**

**Course Description:**

Students will explore emerging technologies as it applies to their success for high school, college, and career. The focus will be on the importance of digital citizenship, professional communication practices, advanced document processing, professional presentations, and intermediate spreadsheet and database applications used personally and professionally.

**Course Competencies:**

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| **Standard 1** | Students will demonstrate positive cyber citizenship by applying industry accepted ethical practices and behaviors. |
| **Standard 2** | Students will use document processing applications to prepare business communications. |
| **Standard 3** | Students will demonstrate effective professional communication skills and practices. |
| **Standard 4** | Students will employ spreadsheet applications to organize and manipulate data. |
| **Standard 5** | Students will identify and understand career paths in the Information Technology Career cluster. |
| **Standard 6** | Students will describe trends in emerging and evolving technologies and their influence in information technology.  |
| **Standard 7** | Students will synthesize database management concepts to manage, evaluate, and organize information in an effective manner. |

# First Quarter

* Word 2007
* Portfolio containing
	+ Business letters (various formats)
	+ Memos
	+ Reports (Bound and unbound)
	+ Employment documents
	+ Table
	+ Outline
	+ Minutes
	+ News Release
	+ Agenda
	+ Itinerary
* Various desktop publishing projects (flyers, booklets, ads, etc)
* Timed Writings
* 10 Key
* Presentation

# Second Quarter

* Finish 10 key
* Excel
* Access
* Personal Magazine
* Career Exploration
* Additional Desktop publishing activities
* Emerging and evolving technologies

 Two 3-minute timed writings will be taken each day. After the first two weeks, the best two timings for each week will be graded. This will be worth 20 percent of your total grade.

Other areas of study throughout the semester may include research of recent technology, plagiarism, copyright laws, searching techniques, work ethics and evaluation of web sites.

**Grading will be based on:**

* Daily typing exercises (ex. letters, memos, reports, tables, etc.)
* Portfolio
* Quizzes
* Tests
* Special projects, articles, and desktop publishing activities
* 10-key score (25%) of 2nd quarter
* timed writings (20%) 1st and 2nd quarter

**Grading Policy**

All assignments are expected to be handed in at the beginning of class time on the due date. Five points each day will be deducted for small assignments and 10 points each day for large projects. A zero will automatically be given at the end of the third day.

If you are ill, you will be given an extension on the due date the number of days you are absent from class.

# Classroom Rules

All school rules and common courtesies of any classroom should be followed.

Do not download anything from the Internet

No chat lines or emailing of any type.

School computers are not to be used for any personal use.

Clean your keyboard every day before using.

Your area needs to be cleaned up and all books put away and chairs pushed in before leaving the room.

Use the sign out sheet and appropriate pass when leaving the room. Please ask to use the restroom at the beginning of class and only leave the room for emergencies.