



# JIM NED HIGH SCHOOL

PRINCIPLES OF INFORMATION TECHNOLOGY 2014–2015

**Teacher:** Mindy Shaw  
**Email:** mshaw@jimned.esc14.net

**Tutoring Hours:** M-F, 7:55-8:15 and 3:40-3:55  
**Conference Hours:** M-F, 2:47-3:37

**Course Description:** Students develop computer literacy skills to adapt to emerging technologies used in the global marketplace. Students implement personal and interpersonal skills to prepare for a rapidly evolving workplace environment. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the information technology environment.

**Software:** Microsoft Office 2010 (Word, Excel, Access, Publisher, PowerPoint), Google Docs/Drive and Adobe Photoshop

**Credit:** 1 high school credit

**Course Objectives:** Upon completion of this course the student should be able to:

1. The student demonstrates the necessary skills for career development, employability, and successful completion of course outcomes.
2. The student identifies various employment opportunities in the information technology field.
3. The student uses emerging technologies to exchange information.
4. The student demonstrates knowledge of the hardware components associated with information systems.
5. The student demonstrates knowledge of the different software associated with information systems.
6. The student analyzes network systems.
7. The student applies word-processing technology.
8. The student applies spreadsheet technology.
9. The student applies database technology.
10. The student applies presentation management technology.
11. The student applies design and web publishing techniques.
12. The student understands and demonstrates legal and ethical procedures as they apply to the use of information technology.

**Grading Policy:** Grade calculation will be determined by the following weighting convention:

Exams/ Projects .....	40%
Daily Work.....	50%
Production/Quizzes.....	10%

**Attendance Policy:**

In the case of excused absences, the student will receive one day for each day absent to complete any missed work. In the case of unexcused absences, the assignment/acceptance of make-up work will be completed in a timely manner and to be discussed with the teacher.

**Late Work:**

Late work will be accepted up to 3 days past the due date. 15 points will be deducted from the grade for assignments turned in after the due date.

**Academic Integrity:** Any student caught cheating will receive a grade of zero on the assignment, without opportunity to resubmit. Additional administrative disciplinary action may occur, per school policy.



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**Student Technology Use in Classroom:** The student will not email, text, or otherwise use a digital/cellular device unless requested to do so by the teacher. Furthermore, if a student possesses a digital/cellular device, it must be silenced and not visible.

## **Student Conduct:**

- ✓ Regular and on-time attendance is critical to success in this class.
- ✓ You need a positive attitude, a good work ethic and a willingness to push yourself into new areas of your own creativity!
- ✓ You are responsible for your actions at all time. Do not touch things you are not working on. Others may have work in process.
- ✓ If you get it out, put it away. If you mess it up, clean it up.
- ✓ Keep your computer clean – keyboard, CPU, screen and desk.
- ✓ Take care of the things you are working with. Equipment is state of the art and expensive. If there are problems, you need to report it immediately!
- ✓ Save your files to your network home directory.
- ✓ NO food or drinks allowed in the computer lab.
- ✓ Print one time only – screen proof your work BEFORE you print it.
- ✓ Do not alter any computer settings other than desktop.
- ✓ You are responsible for the information placed on your computer – report any problems.
- ✓ Uphold the District Acceptable Use Policy
- ✓ Most importantly – Treat others as you would like to be treated
- ✓ Do your Best! Work Hard! Have Fun!

**Changes to the Syllabus:** The course schedule and procedures in this syllabus are subject to change if deemed appropriate by the instructor.

## **Course Outline:**

### **1<sup>st</sup> Six Weeks**

Networks, Software, Hardware, Internet  
Word  
Google Drive  
Google Docs

### **2nd Six Weeks**

Publisher  
Principles of Design

### **3rd Six Weeks**

Publisher continued  
Web Pages  
Business Cards, Brochures  
Design Fall Ball Tickets  
Design Golden Age Christmas Party Program  
Photoshop  
Semester Exam

### **4th Six Weeks**

Integrate Word, Publisher & Photoshop  
Business Project  
Excel Spreadsheets

### **5th Six Weeks**

Excel Spreadsheets  
Stock Project  
Access Database

### **6th Six Weeks**

Presentation Media  
Major Media Presentation Project  
Final