PRINCIPLES OF INFORMATION TECHNOLOGY (PIT)
2012-2013

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TEXTBOOK

Keyboarding with Computer Application,
References:

COURSE DESCRIPTION

Principle of Information Technology is a one-credit course emphasizing the knowledge and skills associated with the basic of computer education. 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.

PURPOSE

The course extends proficiency in hands-on skills related to microcomputer systems and applications. Emphasis is placed on word processing, database, spreadsheet, telecommunications, desktop publishing electronic image networking, entry-level integrated software and social implications of computer use. The course focuses on using the microcomputer as a productivity tool in varied use.

TEKS: TEXAS ESSENTIAL KNOWLEDGE SKILLS

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

INSTRUCTIONAL METHODS

A combination of lecture/discussion and demonstration, followed by applied skills activities, is recommended for this course. Students should prepare for lecture/discussions by reading or viewing appropriate material. The instructor can then present a lecture covering theories, principles, and concepts relating to the topic in question. This is followed by demonstrations of the various skills that will be developed. Students are then given practical application activities. Once all activities, and/or projects have been completed, students are then evaluated on these activities and/or projects.

EVALUATION METHODS

♦ **Grading will follow the policy of the Houston Independent School District**

> A = 90% - 100%
> B = 80% - 89%
> C = 75% - 79%
> D = 70% - 74%
> F = 0% - 69%

♦ **Methods of evaluation will be derived from the following**:

Written/Objective Tests
Classwork
Computer Assignments (Skills tests and Graded Skills Activities)
Projects
Six-week Common Assessment

♦ **Grade Distribution:**

Common Assessment/Major Test/Projects	40%
Classwork	40%
Homework	10%
Quizzes	10%

Obtaining work missed for <u>any</u> reason is the sole responsibility of the student. Time for make-up will be determined by the teacher. HISD Policy regarding make-up work will be enforced. (See HISD Student Code of Conduct -- READ IT!)

♦ Late work is graded in the same manner in all classes however, the student's grade will be reduced by 15% of actual earned grade (*i.e. earned 100 receives an 85*). The amount of time allowed for submission of late work is 3 class period.

♦ Students have five school days after returning from an absence to complete all makeup work

♦ All computer assignments must be completed in the classroom (under <u>no </u>circumstances should the flash drive be removed from the classroom).

♦ You will be informed of test dates <u>at least</u> one class period in advance of the test.

SUPPLIES

➢ Blue or Black Ink on all typed and written assignments
➢ 2 pocket folder with filler paper and 3 dividers
➢ The first storage device will be provided by the teacher and will remain in the room at all times. However, it is your responsibility to make sure that your storage device is returned at the end of the class period by specified methods to be determined by the teacher.
➢ Teacher designated storage devices are recommended for all projects where applicable.

****Any lost or damaged storage device must be replaced by the student.
****You are still responsible for the work on the lost or damaged storage device.
****Outside storage devices must be approved by the instructor.

GUIDELINE FOR WRITTEN ASSIGNMENTS

Please write your heading as follows. Points will be removed for any deviations!

Name: Date:
Period:
<div align="center">

(Skip a line here)
Filename
(Skip a line here)

</div>

- ♦ Skip a space between each entry (highlight, number and/or underline entries)
- ♦ Observe left and right margins.
- ♦ DO NOT WRITE ON THE BACK OF THE PAPER (It will not be graded)
- ♦ Place heading on all pages.

COURSE OUTLINE

Topics covered in the course include:

Spreadsheets	Employability
Databases	Ethics
Presentation	Hardware Components
Web Design	Networking
System Software	Word Processing
Emerging Technologies	Naviance
Ever-Fi	

CLASSROOM RULES

<u>*General:*</u>
This class is conducted as a business environment. Therefore, you are expected to adhere to the following workplace policies:

1. You are responsible for the workstation assigned to you during your allocated time and it is to be used for PIT assignments **"only"**.
2. Come to class on time, be prepared to learn, and stay on task
3. Eating and drinking are **NOT** allowed in the lab at any time
4. You are considered tardy if you **are not seated** at your assigned workstation when the tardy bell rings.
5. Hall passes are privileges and will be authorized at the teacher's discretion. *Therefore*, please take care of all personal matters during your passing time.
6. Respect peers and the authority of all teachers and staff at all times.
7. No profanity or offensive comments or behavior
8. Cellphones, pagers, iPods, etc…are **NOT** to be used during class time
9. Talking, Singing, or walking around during class is prohibited unless authorized by the instructor
10. No sleeping during class

<u>*Consequence:*</u>
1. Verbal Warning
2. Conference with student and reassign seat
3. Call to parent
4. After school detention
5. Referral to Office

DAILY PROCEDURE

This is what you will do each day.
1. Come into class and sit down quietly
2. Place all materials, purses, backpacks, etc... on the ground, NOT the desk
3. Check the board in the front for our daily objectives and standards
4. Begin warm-up
5. Listen to announcements from teacher
6. Open program(s) that teacher instructs or begin working on previous assignment

INTERNET ACCESS POLICY

When accessing an HISD computer (any computer in this school) do not expect any privacy during use. Use of HISD's network constitutes consent to monitoring, retrieval, and disclosure of any information stored with the network for any purpose including criminal prosecution.

Violation(s) of the Acceptable Use Policy (AUP) guidelines for computer use in the classroom will be strictly enforced resulting in the loss of computer time and/or warrant disciplinary action as determined by your Dean.

TARDY POLICY

The following procedures regarding tardies will be in place.
➢ Knock on the door and patiently wait for the door to be opened
➢ When you arrive, simply sign the tardy sheet, take your seat and pick up with the rest of the class at that point. (Note: The teacher will record tardiness on the Grade Speed system and will keep all passes, if any are submitted).

TUTORIAL TIME

Tutorial is on Tuesday's from 4 to 5 p.m.

*****<u>FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN</u>**** <u>DISCIPLINARY ACTIONS.</u>

_____

Parent Name

_____

Parent Contact Number and E-Mail

_____   _____

Parent Signature   Date

_____

Student Name

_____   _____ Student

Signature   Date