



**Teacher:** Ms. B. L. White

**Conference Period:** 5

**Room:** 3203

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**Office Hours:** Virtual- Mon. 3:25 – 4:10 p.m. / Tues.-Fri. 1:50 -2:35 p.m.

**Tutorials:** Campus-Mondays & Thursdays 4:10-5:10 p.m.

**Phone:** 713-688-1361

**Website:** [www.houstonisd.org/waltrip](http://www.houstonisd.org/waltrip)

## **Syllabus -Principles of Information Technology**

### **Course Description**

Principles of Information Technology (PIT) is a foundation course that introduces students to the use of technology, employment knowledge, and it provides rigorous, skill-based preparation for industry demands in a global workforce.

**Primary Resources:** Textbooks: Principles of Information Technology

Microsoft Learn-By-Doing series

Resources: Texas CTE course work

Virtual Job Shadow

### **Course Work**

#### **Unit 1: Employability**

Investigating IT Employment Opportunities and Researching IT Careers Students will expand their knowledge base and interest in careers and entrepreneurship opportunities in the field of Information Technology. Students will explore and discuss employment opportunities and industry certifications and requirements in small groups and as a class as they develop individualized career preparation plans. Students will discover and use resources available through Computer and Technology Student Organizations (CTSO) or other extracurricular organization(s) to further develop leadership and employability skills. Students will discuss and demonstrate appropriate and proper etiquette and behavior as well as effective listening and

speaking skills in this and in all units as they further develop their personal and career goals and increase their interpersonal and employability skills.

### **Unit 2: Copyright Laws**

Student will engage in opportunities to develop skills in ethical procedures. Students will participate in group activities to enhance intellectual property law, copyright, trademarks, patents, and violation of these laws.

### **Unit 3: Computer Hardware**

Students will engage in opportunities to develop software skills in computer hardware associated in information systems. Students will participate in skilled and technical activities that will enhance the use of computer hardware and tools. Students will discuss and demonstrate knowledge of computer hardware terminology by identifying major components and their functions.

### **Unit 4: Software Technical Skills – Presentation Management**

Students will engage in opportunities to develop software skills in presentation management software. Students will participate in skilled and technical activities that will enhance the use of presentation management software while focusing on hands-on projects to develop advanced presentation management concepts. Students will discuss and demonstrate knowledge of presentation management software terminology.

### **Unit 5: Software Technical Skills – Word Processing**

Students will engage in opportunities to develop software skills in word processing software. Students will participate in skilled and technical activities that will enhance the use of word processing while focusing on hands-on projects to develop advanced word processing skills. Students will apply knowledge in creation of real word documents. Students will discuss and demonstrate knowledge of word processing terminology.

### **Unit 6: Software Technical Skills – Spreadsheets**

Students will engage in opportunities to develop software skills in spreadsheet software. Students will participate in skilled and technical activities that will enhance the use of spreadsheets while focusing on hands-on projects to develop advanced spreadsheet concepts. Students will apply knowledge in creation of real word documents. Students will discuss and demonstrate knowledge of spreadsheet terminology.

### **Unit 7: Software Technical Skills – Webpage Design**

Students will engage in opportunities to develop software skills in webpage design. Students will participate in skilled and technical activities that will enhance the use of webpage design while focusing on hands-on projects to develop web design concepts. Students will apply knowledge in creation of real world, full functioning web sites. Students will discuss and demonstrate knowledge of webpage design terminology.

### **Unit 8: Computer Ethics and Legal issues in Information Technology**

Students will engage in opportunities to develop skills in ethical procedures in information technology. Students will participate in group activities to enhance knowledge of Information Technology laws. Students will discuss and demonstrate knowledge of computer ethics.

#### Class Expectations:

- Respect the rights, opinions and needs of all individuals
- Submit assignments on the HUB by 11:59 p.m. each class period
- Be on time
- Choose your attitude
- Participate in class

#### Grading Policy:

The following weights will be used to average grades:

- Classwork/Homework 40%
- Tests/Projects 40%
- Participation 20%

#### **Late Work:**

Students will be given an opportunity to submit late work following an absence. Grade penalties and the amount of time allowed to complete the assignment are as follows:

- 3 days to turn in the assignment no points deducted (full credit eligible)  
After three (3) days, a ten- point penalty will be assessed.

#### **Supplies:**

- Laptop that has HISD One Drive installed
- Wi-Fi connection

