

Syllabus

Principles of Information Technology

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Principles of Information Technology

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.

Prerequisites/Requirements:

This course is recommended for all students.

Goals/Objectives:

Principles of Information Technology affords an opportunity to build and refine knowledge and skills in the IT world. This text is laid out in a logical, conceptual progression. The student begins by learning about the basic ins and outs of information technology, progresses to applications that will likely be used in the workplace, and finishes by learning about the interconnectivity that runs in daily life.

Grading:

Grading will follow the policy of the Brownsville Independent School District

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

F = below 70%

Tests: 66.7%

Homework/Daily Assignments/Projects: 33.3%

Text/Materials:

Principles of Information Technology, 1st Edition
By: Kathleen M. Austin and Lorraine N. Bergkvist
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Computer Based Instruction Online (Is a series of self-paced learning)

<http://www.fdic.gov/consumers/consumer/moneysmart/mscbi/mscbi.html>
www.everfi.com/register

Course Policies:

Missed Classes: The student is responsible for obtaining any material(s) distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by asking me. Missed quizzes can be made up under normal circumstances.

Assignments: All assignments are due at the beginning of class on the date due. Late submission of assignments will be assessed a penalty of 10% per day.

Academic Dishonesty: Plagiarism and cheating are serious offenses and will be reprimanded as a failure on the assignment, exam, paper, or project according to the BISD policy. For more information refer to the "Student Code of Conduct, Student-Parent handbook". For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interactions are encouraged. Each

person, however, must develop his or her own solutions to the assigned project(s), assignment(s), and task(s). In other words, students are not to do someone else's work. No student is permitted to assist a classmate on a quiz or test in which the student is to demonstrate their understanding of the concept(s).

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Posting of Grades: Grades will be posted in the B.I.S.D. GradeSpeed program.

Incomplete Policy: Students will not be given an incomplete grade in any six week period without sound reason and documented evidence as described in the Student Code of Conduct.

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