Intro to Information Technology (IIT)
2015-2016

Instructors:

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Focus: This is a <u>required</u> course for all 9th graders in the district. It is designed to provide a basic overview of current business practices, information systems, software, and trends. It is expected that each student will earn industry certification in Microsoft Word 2013, Microsoft PowerPoint 2013, and Microsoft Outlook 2013.

Course ID   82073100

Major Concepts/Content: The concepts, content, and intended outcomes listed in this course outline have been aligned with the **Sunshine State Standards and Benchmarks**.

The purpose of the programs in this cluster is to prepare students for entry level employment and/or further specialized training in the technology industry.

Purpose:

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Information Technology career cluster.

The content includes but is not limited to computer application skills including computer keyboarding, software applications (e.g., word processing, spreadsheet, database, presentation, desktop publishing), e-mail, Internet browser applications, computer programming (e.g., Scheme, HTML), web page design and advanced web tools, systems support and maintenance, basic network concepts, basic concepts of relational database engines and the tools to use them, digital media (e.g., audio, video, graphics, text, and animation tools), and multimedia tools; extensive exploration of information technology careers; strategies for success including goal setting, study skills, organizing skills, learning styles, employability skills, and service learning; and core academic skills with a strong emphasis on effective communication skills.

Intro to Information Technology Objectives:

01.0   Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
02.0   Demonstrate comprehension and communication skills 01.0.
03.0   Use technology to enhance the effectiveness of communication skills.
14.0   Demonstrate proficiency navigating the internet, intranet, and the WWW.
15.0   Demonstrate proficiency using HTML commands.
16.0   Demonstrate proficiency in page design applicable to the WWW.
17.0   Demonstrate proficiency using specialized web design software.
18.0   Develop an awareness of the information technology industry.

Recommended Materials:

- A working email account used to register student for E-course and certification testing

Grading Criteria

Certification Test**... 15%

Classwork 50%

Tests.. 25%

Quizzes/bellringer/etc 10%

Note: Students must score at least an 850 (3 times) on the GMetrix Practice Test before they are allowed to sit for the actual industry certification test.

Computer/Internet Use: The use of computers and the internet is required. Any destruction, vandalism, accessing inappropriate websites, accessing other student accounts, games, or streaming will be dealt with as a discipline referral.

Attendance and Make-up Work: Career Education classes are by definition production classes. Your grade depends greatly on attendance, preparedness, and the timely completion of assignments. Don't waste time or get behind. All assignments are required, late work will not be accepted without an excused absence. It is your responsibility to make up work when absent within a reasonable time (1 day extra for every day absent.)