

# INFORMATION TECHNOLOGY FUNDAMENTALS SYLLABUS

**DEPARTMENT:** Business Education

**COURSE LENGTH:** Two Semesters

**COURSE LEVEL:** B

**COURSE OVERVIEW:** Information Technology Fundamentals is designed to prepare students for advanced Information Technology program coursework. This class will focus on the business and technical knowledge and skills required for employment in the Information Technology career fields. This course incorporates lecture, discussion, and participation within lessons through presentation, demonstration, discussion and individual and collaborative activities, labs, and projects. Assessment includes both objective and project based assessments.

Students who successfully complete this course will choose a program of study and continue their training and education in either Software Development (Programming) or Webpage Design.

**RESOURCES:** The class will use integrated software packages, guest speakers, videos, and class discussions to complete the standards. Students will be using technology to complete assignments and projects. Microsoft Office, Macromedia Studio MX and Visual Studio are some of the application software programs that will be incorporated into the simulation. (See timeline)

## EVALUATION PROCEDURES:

Assignments and tests are assigned a numerical value. Each Standard is weighted equally. Assessments include, but are not limited to, unit exams, quizzes, project tests, and final exam.

			Letter Grade		State Level of Attainment
100	-	90%	=	A	Mastered
89	-	80%	=	B	Exceeded
79	-	70%	=	C	Attained
69	-	60%	=	D	Approaches (No Credit)
Below		60%	=	F	Unattained (No Credit)

**Assignments must be completed by students at the 70% level or above before successfully exiting this class.**

Students have five school days to make up work missed with an excused absence. Lectures will not be repeated and certain classroom activities can't be repeated because of the nature of the activities. Students are responsible for picking up their assignment sheet and/or meet with their classroom partner for needed information/materials. Students must make prior arrangements with the instructor to schedule makeup work in the business labs.

Instructors may modify course timeline as necessary per school calendar.

**Academic Dishonesty:** Plagiarism and cheating are considered serious offenses and may result in failure on the assignment or exam in question, and a disciplinary referral. For more information, refer to these policies in the student handbook.

**Technology:** Students are expected to follow district policy and guidelines regarding computer and Internet usage. The Technology Agreement and the District Internet Users Agreement must be on file with appropriate personnel. It is the student's responsibility to ensure paperwork is completed and turned in.

## Career and Technical Student Organization:



(Future Business Leaders of America) Why is FBLA-PBL so popular? It's simple. We have developed a unique value program that excites students, faculty and administrators, and business professionals to join our organization.



SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled work force. We help each student excel." SkillsUSA is an applied method of instruction for preparing America's high performance workers in public career and technical programs.