Introduction to Information Technology

Course Number: CE3701

Grade Level: 9–12

Credits: 1.0

Prerequisite Courses: None

Course Description

This course introduces students to the essential technical and professional skills required in the field of Information Technology (IT). Through hands-on projects and written assignments, students gain an understanding of the operation of computers, computer networks, Internet fundamentals, programming, and computer support. Students also learn about the social impact of technological change and the ethical issues related to technology. Throughout the course, instructional activities emphasize safety, professionalism, accountability, and efficiency for workers within the field of IT.

Course Objectives

By taking the combined sequence of Introduction to Information Technology A and B, you will meet the following goals:

- Use software programs that are common in an IT workplace
- Explore IT career paths and assess your personal aptitudes
- Investigate the history and role of hardware and software in IT
- Learn and apply introductory programming skills to solve specific
- Examine the legal, ethical, social, and technical issues surrounding networks and the Internet

Student Expectations

This course requires the same level of commitment from you as a traditional classroom course would. Throughout the course, you are expected to spend approximately five to seven hours per week online on the following activities:

- Interactive lessons that include a mixture of instructional videos and tasks
- Assignments in which you apply and extend learning in each lesson
- Assessments, including tests and cumulative exams

Communication

Your teacher will communicate with you regularly through discussions, e-mail, chat, and system announcements. Through this communication with your teacher, you will monitor your progress through the course and improve your learning by reviewing material that was challenging for you.

You will also communicate with classmates, either via online tools or face to face, as you do the following:

- Collaborate on projects
- Ask and answer questions in your peer group
- Develop speaking and listening skills

Grading Policy

You will be graded on the work you do online and the work you submit electronically to your teacher. The weighting for each category of graded activity is listed below.

Assignments	40%
Labs	0%
Lesson Quizzes	0%
Unit Tests	30%
Cumulative Exams	10%
Projects	20%
Additional	0%

Scope and Sequence

When you log into the Virtual Classroom, you can view the entire course map, which provides a scope and sequence of all topics you will study. Clicking a lesson's link in the course map leads to a page listing instructional activities, assignments, and learning objectives specific to that lesson. The units of study are summarized below.

Unit 1:	Information Technology
Unit 2:	General Workplace Skills
Unit 3:	IT and Computer Hardware
Unit 4:	Networks and the Internet
Unit 5:	Operating Systems and Application Software
Unit 6:	HTML and the Web
Unit 7:	Spreadsheets and Presentations
Unit 8:	Create Multimedia
Unit 9:	Databases
Unit 10:	Introduction to Programming
Unit 11:	Write and Test Code
Unit 12:	Program with Lists and Loops