

# INTRODUCTION TO INFORMATION TECHNOLOGY

## Course Syllabus

**M. V. Campano, Teacher**  
**2013-2014**

**COURSE DESCRIPTION:** This course is designed to provide an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHTML, and XML web commands and design; emerging technologies, and Web page design.

In addition, besides the computer skills activities intrinsic to this computer course, reading, writing and critical thinking activities will be incorporated throughout the course in order to develop and enhance students' problem-solving skills.

**TEXTBOOK(S):** Microsoft Office 2007 – Introductory Concepts and Techniques by Shelly, Cashman, and Vermaat.

**MATERIALS:** Notebook Binder with loose-leaf papers, black or blue ink pens, automatic #2-lead pencils with replacement leads or pencils, erasers.

**EDMODO:** The Edmodo website at <https://miamidade.edmodo.com/> will be the main tool used for written communication regarding classroom matters as well as for submitting student assignments. Students will be required to create an account during class time and use this tool to submit their assignments. Parents are invited to create their own account to follow their child's progress and to communicate with the teacher.

**CAREER AND TECHNICAL STUDENT ORGANIZATION (CTSO):** Future Business Leaders of America (FBLA) and Business Professionals of America (BPA) are the appropriate career and technical student organizations for providing leadership training and reinforcing specific career and technical skills for secondary students. For postsecondary students, Phi Beta Lambda and BPA are the appropriate student organizations. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered. The activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, F.A.C.

**COURSEWORK:** Students will receive a minimum of two (2) letter grades per week, which will be averaged at the end of the quarter grading period. Each quarter grading period will constitute 25 percent value of the final course grade.

**MIDTERM & FINAL EXAMS:** There will be no Midterm and/or Final Exam for this course.

**GRADING SCALES:**

#### ACADEMIC CODES

Grade	Grade Point Values	Verbal Interpretation
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A	4	Outstanding Progress
B	3	Above Average Progress
C	2	Average Progress
D	1	Lowest Acceptable Progress
F	0	Failure

#### CONDUCT CODES

A	Excellent behavior
B	Good behavior
C	Acceptable behavior
D	Behavior needs improvement
F	Behavior not acceptable

#### EFFORT CODES

1	Outstanding
2	Satisfactory
3	Insufficient

**CLASSROOM BEHAVIOR:** Everyone in the classroom is expected to have respect for self as well as respect for others. Two important keywords to remember and live by are respect and courtesy. This behavior will be visibly manifested by everyone at all times as follows:

Everyone will

1. listen attentively when someone addresses the entire class.
2. only seat in their assigned seats and/or computers.
3. always say “please”, “may I?” and “thank you” when communicating with others.
4. not use derogatory or sarcastic words and/or remarks when addressing others or referring to others.
5. immediately turn in items to the teacher that do not belong to them.
6. keep any beepers and/or cellular telephones turned off during class time.
7. maintain an environment conducive to learning. This includes participating appropriately in each classroom activity, i.e. when the activity calls for listening, please listen carefully to what is being said; when the activity calls for using the computer, please use the computer quietly and carefully; when the activity calls for group work, please participate in the group session in a way that does not disturb other groups in the classroom, Etc., Etc.

In addition, the teacher has set up five simple classroom rules for every student to follow:

#### CLASSROOM RULES

1. Enter room quietly, orderly and on time.
2. Begin assignment immediately.
3. Remain seated and on task.
4. No drinking and/or eating in class.
5. Leave room quietly and orderly when dismissed by the teacher.

**HALL PASS:** In the teacher’s desk, there is a ***Sign-out / Sign-in Sheet*** in which you must enter your name, student ID, destination, and the times when you sign out and sign back in to the classroom. Hall passes will only be approved for the restroom and for requesting school personnel. Please, refrain from asking the teacher for a hall pass to solve personal matters. Personal matters should be resolved before

or after school, lunch, or class time.

**COMPUTER CARE:** Each student will be assigned a computer at the beginning of the school year. This student will be responsible for the proper handling of this equipment and for reporting any damage to this computer equipment to the teacher as soon as possible. Please note that students can and will be liable for any damage made by them to the school property. Therefore, students are expected to examine the computer equipment prior to its usage and report any discrepancies or damages to the teacher.

**ACCEPTABLE USE POLICY:** The MDCPS has implemented policies regarding the appropriate use of technology by students. Please review this document at the beginning of the school year by reading the policy located in the following MDCPS Web page [http://www.dadeschools.net/technology/Acceptable\\_Use\\_Policy.htm](http://www.dadeschools.net/technology/Acceptable_Use_Policy.htm).

**CLASS ATTENDANCE:** Students are expected to attend every class session. However, *in the case the student is unable to attend and the absence is marked as excusable by the school's attendance personnel, the student is expected to request make-up work and complete it within 72 hours of the student's return to school. Students who are absent must present a note from the parent or guardian up to the 10<sup>th</sup> absence. After the 10<sup>th</sup> absence, they must bring in medical documentation or have a parent come into the office and speak to the Assistant Principal in charge of attendance. Any work missed by a student because of an unexcused absence cannot be made up.*

Also, for each day that a student is absent from class, the teacher will attempt communication with the parents or guardians (either in writing or by telephone) to notify them of the absence. Please note that each instance of truancy will result in an administrative referral. No exceptions to this rule!

In addition, since the majority of the work consists of building computer skills using the software installed in our computer lab systems, class attendance is of utmost importance since these resources may not be available at the students' homes. Therefore, please make every effort to be present in class.

#### TARDY TO CLASS

Each tardy to class

One detention

***Excessive tardy to class will result in additional disciplinary action.***

#### TARDY TO SCHOOL (Per Nine Weeks)

##### Offense Number

##### Outcome

1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

Report to designated area for a pass without penalty

4<sup>th</sup> or 5<sup>th</sup>

One detention

6<sup>th</sup> and 7<sup>th</sup>

Saturday School

8<sup>th</sup> and 9<sup>th</sup>

Two (2) days SCSI

10 or more

OUTDOOR (3, 5, or 10 days)

**DRESS CODE:** Students are expected to wear their uniforms in good taste so as not to detract from

the educational process. Please dress accordingly.

The Business Technology Education Department requires that students wear, on days designated by the Department, either their Business Department shirts, or their designated program shirts, i.e. their Magnet Program shirts or Work Program shirts. Business students will also be expected, but not required, to dress up on *Dress for Success* days.

In addition, because the computer lab, located in room 455, is home for a set of computers that are continuously running and that must be maintained cool at all times, the air conditioning will not be turned off and thus the room temperature may be cooler than normal for some individuals. Therefore, students are encouraged to bring a sweater or jacket to every class session.

**TEACHER CONTACT INFORMATION:** Parents may reach me at 305-274-0181, Voice Mail 4115 or e-mail me at [mvcampano@dadeschools.net](mailto:mvcampano@dadeschools.net). In addition, parents and students may contact me via my Website at <http://teachers.dadeschools.net/mcampano> by clicking on the Contact Me link in the homepage.

**WEBSITE:** Additional information may be found at <http://teachers.dadeschools.net/mcampano>.

# **INTRODUCTION TO INFORMATION TECHNOLOGY**

## **Course Syllabus**

**M. V. Campano, Teacher**

**2013-2014**

I, \_\_\_\_\_ (please, print student name), have read this online course syllabus at [http://teachers.dadeschools.net/mcampano/docs/courses/Syllabi/IIT\\_Syllabus.pdf](http://teachers.dadeschools.net/mcampano/docs/courses/Syllabi/IIT_Syllabus.pdf), which the teacher has discussed in its entirety in class and which includes the following segments of information: course description, textbook, materials, Edmodo, CTSO, coursework, midterm and final exams, grading scales, classroom behavior expectation, hall pass, computer care, network acceptable use policy, class attendance, dress code, teacher contact information, and website.

In addition, I agree to (1) show this online course syllabus to my parents/guardians and ask them to read it, and (2) return this form signed and dated by me and my parent/guardians to the teacher the next class session.

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Student Signature

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Date

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Parent/Guardian Signature

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Date