



### COURSE OUTCOME:

#### Course Description

- Information Technology Foundations (ITF) is a course intended to provide students with exposure to various information technology occupations and pathways such as Networking Systems, Programming and Software Development, and Web Design. As a result, students will complete all core standards, as well as standards in two of three focus areas. Upon completion of this course, proficient students will be able to describe various IT occupations and professional organizations. Moreover, they will be able to demonstrate logical thought processes and discuss the social, legal, and ethical issues encountered in the IT profession. Proficient students will also demonstrate an understanding of electronics and basic digital theory; project management and teamwork; client relations; causes and prevention of Internet security breaches; and writing styles appropriate for web publication.

#### Course Competencies

- See Information Technology Foundations Standards

### INSTRUCTION:

#### Topics/Competencies/Skills Covered

- Introduction, Safety, Internet Overview, Career Exploration, Professional Societies, Programming Languages, Software Development, Flowcharts, Social/Ethical/Legal Issues, Web Terminology, Keyboard Shortcuts, Logical Thought Process Teamwork, Project Management, Client Relations, Web Publication, Folder Management, Security, Layout Design

#### General Pacing (Approximate)

- Week 1:** Introduction, Safety; **Week 2:** File Extensions, Keyboard Shortcuts; **Weeks 3:** Overview of the Internet, Terminology; **Weeks 4-6:** Web Design; **Week 7:** Logical Thought Process; **Weeks 8-9:** Teamwork and Project Management **Weeks 10:** Security **Week 11-14:** Programming; **Week 15:** Client Relations; **Week 16:** Career Exploration, Ethical Issues; **Weeks 17-18:** Capstone Project, EOC Review, Portfolio Completion

#### Materials Needed

- Materials needed for the class will be supplied by the teacher, purchased with class fees.

#### Fees

- The class fee is \$10, which helps cover the cost of printer paper, printer toner, notebook and other class supplies used during the semester. While not required, fees are needed in order to adequately supply materials vital for this class.

#### Resources

- Textbooks:** *Discovering Computers 2012*, *Discovering Computers 2017* *Introduction to Computers and Information Technology*, *HTML and XHTML*, *Computer Concepts 2016*, *Exploring Computer Science*, *IT Exploration*
- Software:** Adobe CS3, Microsoft Office 2010, Audacity, various internet tutorials and online applications
- Outside:** film clips (ratings), novels, speakers, etc.
- Statement concerning the option of alternatives for material deemed objectionable by parent/student.** If you do not approve of a specific resource listed in this syllabus, please make your request to me in writing and an alternative assignment and/or materials will be provided. The request should include your name, the child's name, the specific activity/materials in which you do not want your child to participate or to which you do not want them exposed, and the nature of your objection.



### Safety Procedures

- Students will be given instruction in safety procedures when dealing with equipment in office settings. This instruction will include the viewing of a safety video, discussion, and a test over the material presented.

### ASSESSMENT:

#### Grading Policy

##### **Grading Scale:**

A = 93 - 100

B = 85 - 92

C = 75 - 84

D = 70 - 74

F = Below 70

##### **Grade Components:**

1. Daily assignments, Tests and Quizzes (75% of total grade)
2. End-of-Course Test (25% of total grade)

### Assignments/Projects

- Students must complete all assignments on their own. Cheating will be dealt with based on school policies set forth in the student handbook.

### Make-Up Work Policy/Late Work Policy

- Students are responsible for checking for makeup work upon their return from an absence.
- All work is to be completed at school, and must be completed in the grading period for which it was assigned.

### Portal Post Policy

- One way in which I am able to communicate with the student and parent is through Parent Portal. In order to give timely feedback, I will update grades at least once per week. Please be aware that at times our class has projects/units that might take more than one week to complete.

## GENERAL EXPECTATIONS:

### Students:

- Students should arrive in the room before the tardy bell rings.
- FOOD, DRINKS, AND/OR GUM ARE NOT ALLOWED IN THE ROOM.
- Cell phones must be off and out of sight.
- Students should treat the classroom equipment and furnishings with respect. The penalty for destruction of school property is detailed in the school handbook.
- Students should stay on task; any disruption will be subject to disciplinary action.
- Email (other than for instructional purposes), chat rooms, and games are not allowed.
- Students must complete their work before using the computers for assignments in other classes.
- All students must have a Computer User's Form on file with the school (this form followed you from middle school).

### Teacher:

#### Communication Strategy:

- Planning Period: 12:16-2:04
- Phone Number: (865) 689-9130
- email: [robin.davis@knoxschools.org](mailto:robin.davis@knoxschools.org) (Email is the most efficient and easiest way to get in touch with me)
- website: [www.gibbshs.knoxschools.org](http://www.gibbshs.knoxschools.org)

#### Make-Up/Tutoring:

- I am available for makeup/tutoring before or after school providing prior arrangements have been made. Students should see me at least one day prior to the day they wish to stay.