INTRODUCTION TO INFORMATION TECHNOLOGY

COURSE SYLLABUS

Instructor: Mrs. Lovett (lindalovett@pcs.org) Telephone: 893-2780, Ext. 1243.

Overview: 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; and emerging technologies and webpage design.

In addition, this course teaches basic keyboarding skills using the touch technique system. Basic word processing, spreadsheets, database and Power Point will also be covered. This course prepares students for a computer related occupation.

Course Content: Keyboard Mastery Screen Shows Organizational Skills Email Activities Communication Skills Web Terminology Life Goals EXCEL Spreadsheets Business Documents ACCESS Databases Human Relations HTML Commands Information Technology Careers Web Design Software

Expectations: Listen attentively the first time directions are given. Follow teacher instructions. Complete and turn in all assignments on time. Be cooperative. Be respectful.

Software: Windows XP, Office 2010, MicoType 5


Assignments: Note: All computer assignments must be completed at school. *Students are not allowed to do computer assignments at home!* All assignments must be done independently. No Sharing! All assignments must be saved in your user ID folder.

Make-up Work: Students have one week to turn in missing work.