

InfoTech

Information Technology Foundations

Sylvania Southview High School
2011-2012 School Year

Instructor: Byron Jones

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Website: <http://jonesclass.com/>

Room: 156

Schedule: 5th Period

Southview Phone Extension: 6209

Course Description:

Information Technology Foundations is the introductory course for the Information Technology Pathway. This course will provide a foundational understanding in the following areas: basic computer knowledge including hardware and software, digital video production, digital photography, computer graphics, desktop publishing, the Internet, and web page design. This course will utilize Macintosh computers.

Course Objectives:

Upon successful completion of this course, the students will:

- Use and understand basic computer terminology
- Describe the difference between hardware and software, and describe various pieces of computer hardware and their functions
- Use the Internet for research
- Use a digital camera and upload photographs to a computer
- Use Adobe Photoshop to edit digital photographs
- Create original graphics and advertisements
- Use iMovie to create a photograph slideshow
- Use iMovie to create a movie
- Create a basic website

Class Policies:

- Late work will be deducted 5% for each school day after the deadline. Quizzes must be made up within 2 school days upon the students return.
- The opportunity to use the Internet for research purposes to aid in class projects will be provided throughout the year (see Internet Access Agreement). This is a privilege that can aid the student, but will be removed if abused (example: student using the Internet for other purposes before completing class assignments). Students caught bypassing the school Internet security system will be subject to immediate disciplinary action by school administration which might include, but is not limited to, removal from the course.

- Any student caught tampering or damaging the physical hardware within the lab will be subject to immediate disciplinary action by school administration which might include, but is not limited to, removal from the course. This applies to damaging or deleting software, as it is also considered school property.
- Any student caught deleting or tampering with another student's work will be subject to immediate disciplinary action by school administration, which might include, but is not limited to, removal from the course.
- All cell phones must not be seen or heard during class.
- Any form of plagiarism or academic dishonesty constitutes cheating as defined in the Student Handbook and is grounds for discipline in accordance with the policies of Southview High School. Using any photograph or graphic that is not the original work of the student without proper citation constitutes plagiarism.

Assessment:

- In-Class Projects
 - Each are required to be completed for a passing grade (even if late)
 - Each are weighted according to the time needed for completion (a two week project might be worth twice as much as a one week project)
- Quizzes
 - Several short quizzes will be administered throughout the semester
 - Quizzes will normally follow a review of a unit of material
- Professionalism & Work Ethic Grade
 - The class is designed to provide a work-like atmosphere. This grade will reflect the student's attitude toward the coursework, fellow students and the instructor. Each student is expected to come to class on time and be prepared to work. Students are also expected to be self-motivated, polite, and conscientious to others in the work environment. Students not adhering to the following will be penalized:
 - Punctual to each class
 - Attentive during instruction
 - Polite and respectful to others
 - Stay on task without being reminded
 - Calculated every two weeks as a 20-point grade. This breaks down to 2 points a day. Students start with full credit every 2 weeks and only lose points due to items mentioned above.
 - This should be an easy "A" for each student and can help those that might struggle with one individual project. Do not allow this to pull down a higher final grade for this course!
- The following shows the standard grading scale used at Southview High School:

| | | | | | |
|----|--------|-----|-------|----|--------------|
| A+ | 98-100 | A | 93-97 | A- | 90-92 |
| B+ | 87-89 | B | 83-86 | B- | 80-82 |
| C+ | 77-79 | C | 73-76 | C- | 70-72 |
| D+ | 67-69 | D/P | 60-66 | F | 59 and below |

Lab Rules:

- Respect others and their property
 - This includes physical property and electronic files/projects
 - This includes the instructor and other students
 - Do not degrade others and/or their projects
 - Do not interrupt or ignore others during group discussions or instruction
- Maintain integrity
 - Refrain from dishonesty, including cheating and plagiarizing
- Finish food and drink before entering lab
- Remain seated and productive until the bell rings

Sample Projects:

- iPod Advertisement
- Calendar
- Travel Brochure
- Magazine Advertisement
- Portfolio Website

Suggestions for Success:

- Ask questions
- Use time wisely
- Save work frequently
- Use open lab times to makeup work
- Bring a flash drive to backup work

(Please sign and remove the bottom portion of this page and return it to the instructor.)

Please sign below stating that you have read this syllabus in its entirety. Thank you.

Student: _____
Signature Date

Parent or Guardian: _____
Signature Date