

Introduction to Information Technology

Course Overview and Syllabus

Course Number: EL3701

Grade level: 10–12

Prerequisite Courses: None

Credits: 1.0

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 segments 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, email, chat, and system

announcements. You will also communicate with classmates, either via online tools or face to face, as you collaborate on projects, ask and answer questions in your peer group, and develop your 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.

Grading Category	Weight
Assignments	40%
Essays	0%
Labs	0%
Lesson Quizzes	0%
Unit Tests	30%
Cumulative Exams	10%
Projects	20%

Scope and Sequence

When you log into Edgenuity, you can view the entire course map—an interactive scope and sequence of all topics you will study. 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