



AHMO Information Technology
Principles of Information Technology
Course Syllabus 2019 - 2020

Instructor:	Mrs. Michelle Bellamy	Room:	512
Conference period:	3rd period, 10:55 – 11:45 a.m.	Tutoring times:	Mondays 8:30 – 9:00 a.m. Mondays 3:45 – 4:15 p.m. (or by appointment)
School Phone #:	972-429-3100	Makeup days:	Will be posted in room. Check calendar for schedule.
Teacher email:	Michelle.Bellamy@wylieisd.net	Web site:	https://www.wylieisd.net/Page/12780

Course Description:

Principles of Information Technology is a foundation course for building the necessary knowledge and skills needed to be successful in the IT community. We will approach the class with a logical progression, beginning with the basics, moving through applications that will likely be used in the workplace, and finishing off with learning about interconnectivity that runs daily life. The ultimate goal will be for each student to achieve MOS/MTA Certification; however, this is not a requirement.

The class will be organized into the following concepts.

Computing Fundamentals & Problem Solving – Students will receive an introduction to Information Technology, explore different types of hardware and software, learn file management systems and how to troubleshoot them.

Basic Website, Application and Game Development – Students will be empowered to create and share content on their own web pages. Additionally, they will study the design process, while developing unique applications and games.

Key Applications – Students will learn common office applications, including word processing, and presentation suites, and how to prepare formal documents such as resumes. In addition, students will focus on spreadsheet software and its advanced uses, as well as database software.

Living Online – Students will discuss aspects of using Information Technology in daily life. We will broaden and deepen knowledge of the Internet, World Wide Web, communication networks, electronic communication and collaboration, security, privacy and safety. We will also investigate the current and future careers in the IT community.

Textbook and Materials:

Students will not be issued a book. All curricula and resources will be online and available to every student on demand.

Grading Policy

Within a grading cycle, students may resubmit any assignment or retake any test for which they receive below a 70, within 3 days of the grade being posted in the gradebook. The maximum grade a student may earn on any resubmission or retake is a 70. Grades are communication between the teacher and student about evidence of what the student has learned. Students should attend tutorials and review work to determine what areas they need help with.



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Grading Category	Percentage	Resubmission Requirement
Major Grades: <ul style="list-style-type: none">▪ Unit Tests▪ Major Projects	60%	Students must attend tutorials or schedule an appointment to retake. Students may be orally quizzed before the retake is allowed to ensure evidence of proper learning.
Minor Grades <ul style="list-style-type: none">▪ Quizzes▪ Weekly Labs▪ Minor Projects	40%	Students must attend tutorials and complete and submit work during that time.

Late work will be accepted up to one day after the due date for a maximum grade of 70. Work turned in later than one day after the due date will be recorded as a 0. For makeup work due to absence, students will have one day for each day absent to submit work.

For any questions regarding late or makeup work, please see the Wylie ISD High School Grading Procedures.

* Daily assignments will be given either on Google Classroom or class specific curricula, during class time. Students will be expected to complete these during class. If an assignment is not completed during class time, the expectation is to complete the work from home.

Electronic Devices:

In general, cell phones and other electronic devices will **NOT** be needed in class. The IT lab is a full computer lab and provides all necessary technology. However, we may use cell phones or Chromebooks as a resource, when directed by the instructor. Our goal is to teach students correct digital citizenship along with proper etiquette of where and when to use electronic devices. Students in violation of the correct use of technology and/or proper electronic device etiquette may be subject to disciplinary action. (For any additional information, please see student handbook.)

Classroom Expectations:

I look forward to working with and getting to know each of you. I plan on students being successful and expect you to prepare for the same. The following expectations are in place to foster achievement in the classroom.

1. *Be respectful.* Please be respectful of the people, property, and ideas in this classroom. This will help give each student the opportunity to learn in a safe, enjoyable environment.
2. *Be prepared.* Your effort, attendance, and engagement are what will cause you to grow as a person. Participation is extremely important; this includes completing all assignments, bringing the materials needed, and taking the time to prepare thoughtful responses and opinions.
3. *Be present.* Both physically and mentally! That means showing up for class, limiting your distractions (including cell phones/tablets/computers/books/other homework), and participating in all activities.



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4. *Be open-minded.* We all have different passions, interests, and beliefs that we will share this year. Being open-minded will ensure a safe, caring, trustworthy learning environment. And you just might learn to love something new.

Inappropriate behavior, insubordination, horseplay etc. will **not** be tolerated. You are expected to obey all rules set up by WISD and those listed in the student handbook. If we all work together with a collegial and cooperative spirit, I know this can be a fruitful year for all of us.

Parents, if you have any questions, please feel free to contact me.

Email is the best way to get in touch with me. Please allow a reasonable time for a response. The majority of my day is in the classroom with students. Also, I want to make sure I have all the information needed to make a reply.

Thank you and I look forward to having a GREAT year with all of you!

Mrs. Bellamy
WHS CTE Information Technology Instructor