

IT - Information Technology

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Course Syllabus
Assignments & Grading Rubrics
Student Examples



IT - Information Technology

Course Objectives

1. Learn the basic of computers
2. Learn the hardware of computers
3. Learn different software
4. Learn what resources to use to solve different problems
5. Learn to use the internet as an effective learning tool

Course Outline

In class projects to learn basics on a wide range of technical skills. Both PC's and IMac's will be used. We will learn the hardware of computers and what each part does. We will begin to use graphic editing software.

Grading

A majority of the class grade will be projects. There will be assessments, but completion of the projects will be necessary to pass the class.

Rules

No food or drink at computer!

You will be marked as tardy if you are not seated when the bell rings.
Excessive tardiness results in disciplinary actions.

No talking during lectures.

Late assignments will be deducted 10% for each day late. One late assignment is allowed.
Excessively late assignments will not be accepted.

Negative comments about or to others will not be tolerated.

Do not touch screens!

Do not use pencil erasers at the computer desk.

Mouse and keyboard are wirelessly connected and licenses to that individual computer. They will not work on other computers. Each IMac has a tracking device. You will get caught if something is found missing.

Log out at the end of each class.

Helping and working with other students is encouraged. Feel free to share with classmates how you figured out a certain solution. This is an open work lab environment. However, staying on task is key to completing this class. Actions will be taken for students not staying on task.

Violating rules can result in losing IMac privileges, computer privileges, detentions, or referral to office.

Mr. Mustain
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Google these questions. Write out answers.

1. Which American President was the biggest sports fan?

What words did you type into Google?

How far down in the results page did you find your answer?

What was the name of the website that gave you the answer?

2. What US presidents had facial hair?

What words did you type into Google?

How far down in the results page did you find your answer?

What was the name of the website that gave you the answer?

3. What is the literacy rate in the U.S.?

What words did you type into Google?

How far down in the results page did you find your answer?

What was the name of the website that gave you the answer?

4. Create two questions or topics to be researched on the Internet.

Write these down on a sheet of paper.

Switch questions with the person next to you and find your partner's answer.

Computer Hardware

Find images for:

Hard Drive
Memory
Motherboard
power supply
CPU

Explain what each piece of hardware does



Essay: Proper Social Network/Internet Etiquette

Your online life can paint a very valid picture of who are. Colleges and workplaces are researching their potential employees before admitting and hiring them. Your online social networks (like Facebook, Instagram, Tumblr, Twitter, LinkedIn, etc.). The pictures you post and the comments you make could affect your future.

In a well-developed essay discuss the following:

Point 1) what are social networks? Explain the benefits and downfalls to social networks?

Point 2) Why is it important to watch what you post online?

Point 3) Discuss safety features on social networks.

Point 4) Discuss at least 3 rules of social networking and how they apply to your life.

Point 5) Do you believe employers or future schools should research social networks to learn about you and future employees? Explain.

This essay needs to be mostly informative, except for the last point discussing employers looking into future employees. You must cite at least one source. Any evidence of plagiarism equals a FAILING GRADE. This means taking someone else's idea without citing. If any sentences are word for word from a website without citing, you will receive a FAILING GRADE on the assignment.

Pick two scenarios and explain how these students are using technology. Type and submit online.

1. Is the student using technology appropriately?
2. Why do you think so?
3. What consequences might occur if there is inappropriate use?
4. Are there any better solutions that you could suggest?

Technology Scenarios

1. Luke uses his built in MacBook camera to take pictures of his teachers during class. When he gets home, he posts pictures of his teachers on his website along with comments about which teachers he likes and which he doesn't.

2. Joan forgets to complete her homework assignment and knows that her parents won't allow her to go to Jane's party if she gets a 0 on the assignment. Joan sends an email to her friends who send her a copy of their answers to copy and turn in.

3. Mrs. Frandsen is helping students in the library when she sees a student using iTunes to purchase music.

4. John uses his cell phone camera to photograph a test during his math class. He sends the picture of the test to his friends who have the same math test later in the day.

5. Matthew spends lots of time using his new MacBook - from the time he wakes up until long after his parents think he has gone to bed. He spends lots of time creating web pages, updating his blog, and playing online games. He usually spends more time talking to people he has met online than to his friends from school.

6. Phoebe buys the new album from her favorite band and burns CD copies of the music for all of her friends.

7. Isaiah isn't a good writer and is worried that he won't do well on Coach Mead's Social Studies report. He finds a site with information on his topic then copies and pastes the information into his word processor. He changes a few words in each sentence before he submits the paper as his own work.

8. Gabriel knows of a website that has great information he could use in his science lab report, but the site is blocked by the school. He uses his home computer to create a PDF copy of the webpage and then uses a USB drive to place the information on his MacBook.

9. Elisha uses his MacBook's built-in microphone to record Mr. Meier's lecture. He then posts the recording on his web page for other students to use as a study guide.

10. Hannah decides to send a prank message to the entire freshman class telling them that someone has posted a virus to the school's homepage and anyone who goes to the school website will lose all of their documents on their MacBook.

11. Delilah is worried about losing all the data on her MacBook and decides to buy an external hard drive to use at home. She connects the hard drive and uses Time Machine to copy all the information from her computer to the drive "just in case."

12. Mrs. Bryson has assigned a computer lesson that is due tomorrow at the end of class. Mary knows that she will have plenty of time to finish the lesson tomorrow, so she decides to watch YouTube videos during class instead.

13. Sylvia just remembered that she has a club meeting after school and forgot to tell her mom to pick her up at 4:00 instead of at 3:00. Sylvia sends an email to her mom during homeroom to let her know of the change.

14. Conrad's friend shares a website with him that bypasses the school web filter. Conrad tries the site and finds that it allows him to get to sites like Facebook and MySpace on his school laptop.

15. Abigail is browsing the web for information about her religion report when she stumbles across a site that has very inappropriate language and photos. She immediately closes the web page and begins another search.

Grading - Binder Challenge

Theme stated (one school, one home, one family)

10 pts

Appropriate size (8.5/11)

10pts

Pictures used

10pts

Creativity

10pts

Use of knowledge of photoshop

10pts

50pts



Williamsfield School

One School, One Home, One Family



williamsfield schools

one school, one home, one family



Billtown Bombers!!



SLIDESHOW PROJECT

Create a slideshow using Keynote

Create 1 title page and 5 supporting pages

Each page must contain pictures (preferably more than one picture on each page)

Each page must include a title and a body of information

Use 2 different transitions

Must be on a topic that you have not used before in this class

Extra points will be rewarded for editing pictures using photoshop!

Not staying on task during class will result in a lower grade

Soccer PDF Assignment

Open the attached PDF documents

Combine all PDFs to one document named Soccer-Documents

Create a PDF form. To do this:

 Create your questions in text edit.

 Questions:

 What is your team name?

 Is your team A or AA (choose one)

 Pick 2 colors that you would like for your uniforms (put 6 colors options)

 Export to PDF named Soccer-form

 Open the Soccer-form PDF in Adobe Acrobat and create the form

 Save the form

Attach Soccer-form to Soccer-Documents PDF form

Save and email Soccer-Documents.pdf to Mr. Mustain

Soccer Standings Edit

30 pts total

Open AA-standings.pdf

Edit the following text:

Add 2014 to each date

12 points

Change Thursday, September 4 to Friday, September 5

1 pt

Change Tuesday, September 16 to Wednesday, September 17

1 pt

For Thursday, September 18, change the score to Warren County 2 (4) - Costa Friars (5)

1 pt

Add an image on the last page (soccer related)

5 pts

Save PDF

Add the standings PDF to your combined PDF with all the other soccer documents

1 pts

Create a cover page for the combined soccer PDF.

1 pt

Cover page should have image and name of soccer league. Add picture

1 pt

Create a CLICKABLE table of contents for the combined soccer PDF

5 pt

Order of pages:

2 pts

title page

table of contents

rules

game schedule

standings

tournament brackets

form