

Principles of Information Technology*

<u>1st Six Weeks - Units of Study</u>	<u>2nd Six Weeks - Units of Study</u>	<u>3rd Six Weeks - Units of Study</u>
<p>Employability</p> <ul style="list-style-type: none"> • Set up accounts on www.CareerCruising.com for career and education research • Research careers of personal interest • Understand the functions of resumes and portfolios • identify job opportunities along with duties and tasks • identify and demonstrate positive work behaviors <p>Ethics</p> <ul style="list-style-type: none"> • Understand legal and ethical responsibilities related to information technology • Demonstrate ethical use of Internet <p>Equipment</p> <ul style="list-style-type: none"> • identify different computer classifications • identify major hardware components • Understand the process of connecting peripheral devices • Demonstrate proficiency in the use of a variety of input devices • identify hardware associated with telecommunications/data networking 	<p>Networking</p> <ul style="list-style-type: none"> • identify functions of new and emerging technologies • send and receive text information and file attachments • demonstrate effective Internet search strategies • identify components of a URL • define and identify unethical practices <p>Software</p> <ul style="list-style-type: none"> • differentiate between systems and application software • understand major OS fundamentals • understand file extensions • identify: appropriate use of application software; new and emerging classes of software; open source and proprietary licenses <p>Word Processing</p> <ul style="list-style-type: none"> • identify terminology • improve keyboarding skills • edit a variety of text documents • create professional letters • apply formatting techniques • produce DTP documents • demonstrate file protection/security 	<p>Spreadsheets</p> <ul style="list-style-type: none"> • identify terminology • format and organize numerical content to perform mathematical processes • use both student-created formulas and preprogrammed functions to produce documents • Create and analyze spreadsheets • Edit a variety of spreadsheets <p>Databases</p> <ul style="list-style-type: none"> • Identify terminology • Edit, maintain, and save database files • Understand field and record • Produce organized reports <p>Presentation Management</p> <ul style="list-style-type: none"> • Identify terminology • Create, save, edit and produce a presentation <p>Web Design</p> <ul style="list-style-type: none"> • Identify terminology • Identify design principles • Identify and describe types of styles of typeface • Create a web page containing links, graphics and text

**This syllabus is tentative and may change at the discretion of the teacher.*