

**Information Technology College Tech Prep
Curriculum
Course Syllabus
2011/2012**

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Lab: Room B-103

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Hours: 7:20 – 2:20

Course Description

Students will be introduced to the four occupational areas of Information Technology. These include: 1) Programming and Software Development, 2) Information Services and Support, and 3) Interactive Multi-Media Development, and 4) Networking. Students completing the course will gain a well-rounded background in all four areas with proficiency in Microsoft Office applications and basic web page design, and acquire an introductory proficiency to Programming and Networking. There will be an emphasis on mastery for validation and articulation credits and certifications.

Instructional Philosophy

Instruction will be laboratory and application based. It will include lecture, visual presentations, and demonstrations. Students will be required to work on individual assignments, as well as team projects. These assignments will require students to draw upon skills in mathematics and language arts. Students will have the opportunity to utilize creativity and independent study to complete some projects. Assignments may require students to complete independent research or interviews with appropriate business representatives from the community to gather information. There will be an emphasis on participation in youth club competitive events to strengthen the development of competencies learned.

Student assessment will be based on completion of individual laboratory assignments and projects, group projects, tests and quizzes, semester exams, portfolio/binder, and research. In some situations major projects will be presented to the class.

Course Goals

1. Demonstrate proficiency in word processing, spreadsheet application, database application, multi-media presentation, and integrated office applications skills.
2. Plan, design, code, test, and assemble documentation for a programming application.
3. Create, design and produce interactive multi-media presentations.
4. Demonstrate a thorough understanding of web page design including HTML, XHTML, CSS and Flash.
5. Use a variety of sources to read, research, and organize information to solve a problem.
6. Use mathematical skills and processes to solve problems related to the information technology field.
7. Participate and strengthen skills learned through Business Professionals of America Competitive Events.

Major Course Projects and Assignments

Project #1: Visual Basic Programming Portfolio/Binder

Students will assemble a binder which will include all assignments, lessons, and tests for Visual Basic Programming. This will also include independent projects which the student has designed and articles pertaining to programming as accumulated by the instructor or student. This project will be used at the end of the senior year as the students prepare to test for the college credit by exam. The project will be assessed each semester.

Project #2: Visual Basic Program

Students will utilize programming skills learned to develop a program to reflect a business task or personal interest task. The five-step process must be completed and all documentation assembled. Students will present projects to the class with relevant data.

Project #3: Web Page Project

Upon completion of instruction in XHTML and Dreamweaver, students will design a web page for a simulated business or organization. The web page may be created using XHTML or software available. Students will present projects to the class.

Project #4: PowerPoint Presentations

Students will complete three individual PowerPoint projects and present these projects to the class. The first project will demonstrate basic PowerPoint skills with the purpose of introducing the student to the class. The second project will demonstrate intermediate PowerPoint skills with the purpose of providing information on students' home schools. The third project will demonstrate advanced presentation skills with the purpose of introducing the student's family to the class.

Project #5: Job Shadowing Experience/Report

Students will complete a job shadowing experience as outlined by staff committee and complete a report detailing the experience.

Project #6: Resume

Using word processing skills, students will assemble information, design a layout, and complete a resume for use in individual Career Passport.

Course Assessment Plan

Grading Scale:

- A 92 – 100
- B 91 - 83
- C 82 – 74
- D 73 – 66
- F 65 and Below

Assessment Plan:

- 40% Daily Assignments
- 30% Tests and Quizzes
- 20% Major Projects
- 10% Binder/Portfolio

All assignments, projects, tests and quizzes will be assigned a point value which will be converted to a percentage score at the end of each nine week grading period according to the scale above.

Textbooks

Visual Basic.Net Programming, Course Technology, Zak, 2005.

Go! With Microsoft Office 2007 Introductory, Pearson Prentice Hall. Gaskin, Ferrett, Vargas, Marks, 2008.

Go! With Microsoft Office 2007 Intermediate. Pearson Prentice Hall. Gaskin, Ferrett, Vargas, Marks, 2008.

HTML and XHTML Comprehensive Concepts and Techniques, Course Technology, New Perspectives Series, 2008.

Dreamweaver CS5 Classroom in a Book Series. Adobe Press, 2010.

Flash CS5 Classroom in a Book Series. Adobe Press, 2010.

Photoshop CS5 Classroom in a Book Series. Adobe Press, 2010.

Computer Forensics Investigation Procedures and Response. Course Technology, 2010.

Security Awareness: Applying Practical Security in Your World, Course Technology, Ciampa, 2007.