



Home
of the
Trojans!



J. P. Taravella High School
Introduction to Information Technology
Course Information



Teacher: Mrs. Lisa Webster
Subject: Introduction to Information Technology
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Course Description:

This course is designed to provide an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHTML, and XML web commands and design; and emerging technologies and web page design. In addition, the course will introduce students to the foundations required for today's business environments. Emphasis is placed on developing proficiency with computer applications (Microsoft Word, PowerPoint, Excel) so that they may be used as communication tools for enhancing personal and workplace proficiency in an information-based society. This course satisfies the requirement as the first course in the [Academy of Finance](#) or in **Information Technology/Multimedia Design**; both are part of the **Florida Gold Seal Vocational Scholars program**.

Bring these materials DAILY! :

- Composition book
- Two-pocket folder
- Agenda book/planner (you may use a PDA)
- Three (3) Highlighters, different colors.
Suggested: pink, green, and yellow
- Pen/Pencil/Paper

Communication: Daily assignments are written on the board and I post handouts, announcements and other important communication on my web site. It is your responsibility to keep track of assignments, events, and important reminders and retrieve missed work if you are absent. Please bookmark my web site on your home computer and check it often. Also, it is MUCH easier to reach me via email than by phone.

Grades: Quarterly grades are based on total points accumulated from several factors, including but not limited to:

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|-----------------------------|--------------|----------------------|-------------|
| • Quizzes, Tests & Projects | 45% of grade | • Business Dress* | 5% of grade |
| • Homework & Class work | 40% of grade | • DECA Participation | 5% of grade |
| • Daily Points | 5% of grade | or Timed Writings | |

Computer Use: You will complete most (not all) assignments on our school computers. These include Internet research, online tools, Word documents, Excel spreadsheets, digital presentations, blog posts, emails, tests/quizzes and more. You must adhere to Broward County Schools Code of Student Conduct regarding Technology Usage, which you can find by following this link: http://www.browardschools.com/press/pdf/Code_of_Student_Conduct.pdf

***Business Dress:** Students are required to dress in business attire the 1st and 3rd Wednesday of each month (unless otherwise announced). The 1st Wednesday is **Business Casual** attire and the 3rd Wednesday is **Professional** attire. Business dress is **part of the curriculum** and failure to dress appropriately will result in a failing score for your business dress grade. You will receive a Business Dress Expectations handout (also posted on my website).

DECA, an Association of Marketing Students, is the Student Organization for providing leadership training and for reinforcing specific career skills. DECA is an integral part of this instructional program, and the activities of DECA are defined as **part of the curriculum**. All students in JPT Marketing and Academy of Finance classes become involved in DECA, at minimum **in the classroom**, with the option to participate school-wide, state-wide and even nationally! This year, State DECA competition is in **Orlando** and students have the opportunity to travel to **Salt Lake City, Utah** for International competition!

DECA Diamonds: DECA Diamonds are awarded for participation in a variety of DECA activities. This will be explained in a separate handout. Students are responsible for recording DECA participation activities and having these points approved on an on-going basis. Log sheets are submitted at the end of each quarter and will be factored into the quarterly grade.