

Intro to IT Course Syllabus

Instructor Information

Instructor: Jason Horner

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Office: Bismarck Career Academy

Office Hours: 8:00 - 4:00 Monday - Friday

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Course Description

In this course you will learn the basics of three sections: Living Online, Key Applications and Computing Fundamentals. You will also learn how to identify different computer software, how to use an operating system, computer hardware, peripherals, and troubleshooting.

Course Goals

This course aims to accomplish the following goals:

1. **Content learning:** We will teach you the necessary content to be successful in the three IT areas of this course: Computing Fundamentals, Key Applications and Living Online.
2. **College and/or career-ready skills:** We will emphasize college and/or career-ready skills such as time management, independent working, being proactive, responsibility, communication and critical thinking.
3. **Résumé building:** We will prepare you for the IC3 GS5 certification exams. By passing these, you will build your résumé and market yourself to potential employers.
4. **Career exploration:** We will provide opportunities to explore careers in the IT field through learning days, facility tours and industry partnerships.

Class Expectations

Taking an online class isn't for everyone. It can be very demanding of your time and energy. I have three basic **non-negotiable** expectations. This is very important so please read thoroughly:

1. **Desire to learn:** This class is fast-paced and will cover a lot of things in a short amount of time. It is important to give your best effort to learn the material and to stay on pace. You will take three certification exams where if you pass you will be able to use that success on your résumé. Take advantage of this opportunity to invest in yourself and make yourself marketable to future employers.
2. **Timely work:** Part of being college and/or career-ready is understanding the importance of deadlines. You may take a college class where no late work is accepted. You may have to work for someone that needs you to turn in something and wants it by a certain date, and not a second later. It's critical to master this skill. Also, it is important that this class is collectively on pace so we can prepare for and take the certification exams together. **Please read carefully.**

- a. I will have the week's assignments posted before you log on Monday morning. All work is due that same week by Friday by 11:59pm.
 - b. I will enter grades Monday morning, if your assignment isn't turned in, a zero will be entered for your score.
 - c. You will be allowed a one-week grace period to turn in your work without points being docked.
 - d. If you turn in your assignment in late, and it's all correct, you will be given your full grade, but the score will not be changed until the following Monday.
 - e. For example: You have an assignment due Friday, November 1st. On Monday, November 4th, you have not turned in your assignment, so a zero is entered in Powerschool. You turn in your assignment on Wednesday November 6th. You get 100% on it. Powerschool will not be changed until Monday, November 11th.
3. **Communication:** Communication is a crucial career and life skill. It is important to learn this skill while taking an online course. You can contact me by Zoom, email or phone. Here are some communication must-haves for this course:
 - a. **Be proactive:** Start working on your assignments right away in case you run into trouble and/or have questions. Don't wait until Friday afternoon to start your assignments when they are due that evening. I won't be around after I leave the office Friday to answer questions.
 - You writing me at 8pm Friday evening with questions or problems is not a valid reason for late work.
 - Emailing me after the due date saying you had problems submitting is also not acceptable.
 - b. **Be specific:** I love to help, but I need the following information from you:
 - What class you are taking.
 - What assignment you are working on.
 - What steps you have tried and what specifically isn't working. Please just don't email me something generic like, "This doesn't work" or "I don't get it". I want to see your critical thinking skills.
 - c. **Be respectful:** Salutations (saying hello, calling someone "Mr." or "Mrs."), please and thank you's still go a long way today.

Grading Breakdown and Categories

Grading Breakdown

- A: 100-92%
- B: 91-83%
- C: 82-74%
- D: 73-65%
- F: 64% and below

Grading Categories

- Chapter Labs: 25%
- Chapter Questions: 25%
- Quizzes: 25%
- Tests: 25%

Learning Day

We will have one learning day where you will be required to travel to the Career Academy. We will work with local businesses that may have a tour, discussion about career opportunities, or even hands-on activities. You will be required to turn in your permission slip to participate in learning activities.

Zoom

Zoom is a great tool for us to work together. We can conduct face-to-face talks and share screens so I can immediately help when you are having issues. I will have my Zoom session on for a majority of the day. The only time I won't be able to take a Zoom call is if I'm away from my desk. Here again is my zoom link: <https://zoom.us/j/6674351702>