



ERIE COMMUNITY COLLEGE
STATE UNIVERSITY of NEW YORK

DA-103 - Introduction to Information Technology Instructor- Mr. Westfall

CONTACT INFORMATION

If you or a parent need to contact me, I can be reached by e-mail at cwestfall@buffaloschools.org or by phone: 716-816-3888 extension 1516.

COURSE OVERVIEW

DA 103 (Introduction to Information Technology) gives an overview of how information technology is used in everyday life. Topics include the history of computers, hardware, software, data, information, networks, telecommunications, e-commerce, systems development, specialized information systems, the personal and social impact of computers, and current topics in IT. **This class is being offered at Hutch Tech as a credit bearing course through Erie Community College. Your first semester effort will determine your eligibility for enrollment in the "Smart Scholars" program and credit eligibility through Erie Community College.**

CLASSROOM REQUIREMENTS

- **Headphones**
- **Laptop** – Please make sure you bring your 1 to 1 device to class

ATTENDANCE

- **Synchronous Instruction:**
 - We meet "Live" during periods 1-5 via Teams on A, C, and E Days and periods 6-8 on B, D, and F days. You are expected to log into Microsoft Teams for every "Live" class. The link is posted to Schoology.
- **Asynchronous Instruction:**
 - Students are expected to log into Schoology and complete the daily time sheet and also check Schoology for assignments.
- NOTE: You will be responsible for filling out a daily "Time Sheet" EVERY SINGLE DAY (see Schoology)

CURRICULUM/GRADING POLICY

There are many factors to your grade in the Intro to IT class. Your grade will be reported each Marking Period, as well as for each "Progress Report".

- **Attendance/Participation (Time Sheets):**
 - Student will have to fill in a daily time sheet.
- **Assignments:**

- Assignments are posted on SCHOOLGY on a daily basis and are worth, on average, 10 points each. The assignments will vary based on the current unit. If you miss an assignment, check the Schoology website to make it up. **Any assignment missed or not completed is the responsibility of the student and should be considered as homework.**
- **Notes**
 - You will be required to take notes on lectures throughout the course. Lecture notes will go in your OneNote Class Notebook
- **Tests:**
 - Tests will be given at the conclusion of each unit (typically one per quarter). Each Unit Test is worth 100 points. I offer the students time to review the content of each Unit before giving a test. Students will be allowed to use their OneNote Class Notebook for the exam.
- **Projects:**
 - Major and minor classroom projects will be graded accordingly

COURSE OUTLINE (FIRST 7 WEEKS)

****Please note that due dates are tentative** See Schoology for more information on each assignment listed**

Week 1-2: "Housekeeping" and Class Basics

1. Signing in and navigating Office 365
2. Using your Office365 Class Notebook
3. File/folder management
4. Saving as PDF (and other formats)
5. Downloading files from/uploading to Schoology
6. "Who I am" video PROJECT (Due 9/17)
7. Syllabus & rules review & student/parent acknowledgement (Due 9/25)

Week 3-7: Introduction to Information Technology

1. Journal – Week 1 (Due 9/15)
2. 1.N1 - Computer literacy notes & discussion (Due 9/23)
3. Computer Literacy Pre-Assessment Questions (Due 9/25)
4. 1.N2 – What is a Computer – Hardware vs. Software (Due 9/28)
5. Typing.com – Beginner Assignments (Due 9/30)
6. 1.N3 – How Computers Work – Binary (Due 10/1)
7. 1.L1 – Lab 1 – Common File Sizes Lab (Due 10/2)
8. 1.N4 – Intro to the Binary Number System (Due 10/7)
9. 1.L2 – Lab 2 – Binary to Decimal Lab (Due 10/8)
10. 1.L3 – Lab 3 – Decode the Secret Binary Message (Due 10/12)
11. 1.L4 – Lab 4 – Decimal to Binary Lab (Due 10/16)
12. History of the Internet – VIDEO PROJECT (Due 10/30)
13. Exam ***TENTATIVE***

IMPORTANT: An overall average of **85% OR GREATER** must be maintained by the student to receive credit for this course through Erie Community College and to continue in the "Smart Scholars" program.

THIS PORTION TO BE REVIEWED AND KEPT BY PARENT

Parents/Guardians,

It is with great pride and enthusiasm that I welcome your Senior student to the Computer Technology program at Hutchinson Central Technical H.S. Many good things are in store for 2020-2021 year, and I am excited to support my students along on their path to college and career readiness.

I believe that having an open line of communication between parent(s) and teacher is important; please do not hesitate to contact me for any reason:



Phone: 716-816-3888 extension 1516

AND/OR

E-Mail (preferred method):
cwestfall@buffaloschools.org

Please keep this section of the letter for your reference.

Mr. Westfall, Teacher
Hutchinson Central Technical H.S.

THIS PORTION TO BE COMPLETED AND RETURNED TO THE SCHOOL

STUDENT NAME: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN EMAIL: _____

PARENT/GUARDIAN PHONE: _____

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

RETURN OF THIS PORTION TO TEACHER IS MANDATORY