Middle School, Investigating Careers: Exploring Information Technology Syllabus

Course Name

Middle School: Investigating Careers: Exploring Information Technology

Course Information

Exploring Information Technology is a one-semester course.

If you have ever dreamed of a job in technology, but are not sure where to start, then it is time to explore the different career options available to you in the field of IT. You will examine various IT pathways of web and digital communications, information and support services, network systems, and programming and software development. The world of IT careers is in high-demand, so let's get to investigating which career pathway is right for you.

Course Delivery Method

Online

Contacting Your Instructor

You may contact your instructor through the Blackboard messaging system. Technical support is available 24/7 at www.k12.ttu.edu.

Course Objectives

After completing this course, you should be able to:

1. explore the different career options available in the field of IT;
2. examine various IT pathways of web and digital communication, information and support services, network systems, and programming and software development;
3. learn how to use your communication skills to conduct research inquiries, create business reports, spreadsheets, and charts; and
4. determine if there is an area of the IT field that you are interested in.

Exploring Information Technology addresses the required Texas Essential Knowledge and Skills (TEKS). These can be found at the Texas Education Agency website.

Textbook and Materials

Textbook

There is no required text to purchase for this course.

Materials

- Google Drive
- Google Sites
- Gmail
- Lucidpress
- Obvibase
- CodeSkulptor3
- Webcamera.io

Technical Requirements

- Internet access – preferably high speed (for accessing Blackboard)
- Email
- Word processing software such as Microsoft Word
- Adobe Reader (download from Adobe.com)
- Audio and video capabilities (for watching/listening to course content)
- PDF app (free options available)

Technical Skill Requirements

Be comfortable with the following:

- using a word processor
- Internet search engines and browsers
- creating PDFs (see **Requirements for Creating PDFs** in the Syllabus section of your course)

Course Organization

This course consists of six units, a midterm exam, and a final exam. Each unit contains the following:

- Introduction and Instructions
- Learning Objectives and Curriculum Standards
- Learning Activities

- Assignments

Each unit includes several activities that present content knowledge. Each unit also includes multiple graded assignments to ensure that you learn the content that has been presented in the activities. Some of the assignments are automatically-graded quizzes, and some are written assignments or activities that your instructor will grade. Be sure you read all instructions carefully and ask your instructor for help if something is not clear.

Course Outline

Please note that some assignments will be hidden from you when you start the course. As you move through the units and complete assignments, more will unlock for you.

Unit	Topic	Approximate Time for Completion
Unit 1	Stick with IT	Two weeks
Unit 2	Communication Inspiration	Three weeks
Unit 3	Insider Information	Three weeks
Midterm	Units 1-3	
Unit 4	Making the Connection	Three weeks
Unit 5	Coding 101	Three weeks
Unit 6	What's in Your Toolbelt?	Two weeks
Final Exam	Units 4-6	

Assignment Schedule

Each of the following must be completed to complete the course. Items with an asterisk (*) indicate that these are summative assessments for the course.

Unit	Weeks	Assignments
1	1-2	Checkpoint 1 (Non-graded) Unit 1 Critical Thinking Questions Unit 1 Lab Questions Unit 1 Activity 1 Unit 1 Activity 2 Unit 1 Quiz Unit 1 Discussion 1 Unit 1 Discussion 2

Unit	Weeks	Assignments
2	3-5	Unit 2 Critical Thinking Questions Unit 2 Activity 1 Unit 2 Activity 2 Unit 2 Quiz Unit 2 Discussion 1 Unit 2 Discussion 2
3	6-8	Unit 3 Critical Thinking Questions Unit 3 Activity 1 Unit 3 Activity 2 Unit 3 Quiz Unit 3 Discussion 1 Unit 3 Discussion 2 Checkpoint 2 (Non-graded)
Midterm		Midterm Discussion *Midterm Exam
4	9-11	Unit 4 Critical Thinking Questions Unit 4 Activity 1 Unit 4 Activity 2 Unit 4 Quiz Unit 4 Discussion 1 Unit 4 Discussion 2
5	12-14	Unit 5 Critical Thinking Questions Unit 5 Activity 1 Unit 5 Activity 2 Unit 5 Quiz Unit 5 Discussion 1 Unit 5 Discussion 2
6	15-16	Unit 6 Critical Thinking Questions Unit 6 Activity 1 Unit 6 Activity 2 Unit 6 Quiz Unit 6 Discussion 1 Unit 6 Discussion 2 Checkpoint 3 (Non-graded)
		Final Exam Discussion **Final Exam**

Course Credit

The course grade will be calculated as follows:

- 50% coursework average;
- 50% summative assessment average, including the final exam;
- A passing course grade is 70 or higher.

Students must attempt all assignments in the course. The final exam will not be available until all assignments have been accepted and graded by the teacher.

Students who score below 70% on the final exam will be eligible for one re-exam opportunity.

Coursework

The graded assignments within each unit are formative in nature. This means that they are designed to assist you in applying and demonstrating the unit concepts, as well as identifying areas in which you need additional review. You may use all the unit's learning activities to assist you as you complete the graded assignments.

Summative Assessments

Summative assessments are those that allow you to demonstrate mastery of the course objectives. For summative assessments, you will NOT be allowed to use the learning materials. These are opportunities for you to show what you have learned by that point in the course. Summative assessments may proctored using the online proctoring system Proctorio. Information about Proctorio is provided in **Remote Proctoring** in the Syllabus section of your course. The summative assessments for this course are as follows:

- Summative Assessments **(20% of Course Grade)**
  - Midterm Exam
- Summative Final Exam **(30% of Course Grade)**

Course Completion

- Students may not complete the course in less than 30 days.
- All courses expire six months after the enrollment date.

Academic Integrity

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

Student Expectations

You will be expected to log into the Blackboard course regularly to be aware of possible announcements/reminders and to pace your progress in the course.

Students are expected to maintain an online environment conducive to learning, which includes "netiquette" (Internet etiquette). Please review the basic rules for [Online Discussion Netiquette](#). Ensure that your email messages, discussion board postings, and other electronic communications are thoughtful and respectful. Diverse opinions are welcome in this course, and you are expected to demonstrate an open mind and courtesy when responding to the thoughts and ideas of others.

The following are prohibited:

- making offensive remarks in email or the discussion board;
- using inappropriate language or discussing inappropriate topics online;
- spamming;
- hacking;
- using TTU or Blackboard email or discussion boards for commercial purposes;
- using all caps (considered shouting in online communications); and
- cyber-bullying or online harassment of any type.

Inappropriate behavior shall result in consequences ranging from a request to correct the problem, to removal from the course or even the university, depending on the severity of the behavior. Disciplinary actions will be taken according to the TTU K-12 Student Handbook.

Communication

- You can expect a reply from your instructor within 2 business days.
- Use the Blackboard Course Messages tool for sending messages to your instructor.

Submitting Assignments

You will submit all assignments through the Blackboard Assignment Tool, rather than by mail or email.

Technical Difficulties

Getting Help

For student assistance with Blackboard, visit [TTU K-12 Support](#).

Computer Problems

A working computer is necessary for online coursework. Computer problems will not be accepted as a valid reason for failure to complete course activities within the allotted time frame. Identify a second computer, before the course begins, that you can use if you experience computer problems.

Server Problems

When the Blackboard server needs to be taken down for maintenance, the Blackboard administrator will post an announcement in your course informing you of the time and date. If the server experiences unforeseen problems, your course instructor will notify you.

Lost or Corrupted Files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of technology failure (e.g., Blackboard server crash or virus infection, students' own computer problems, loss of files in cyberspace, etc.) or any disputes, the instructor may request or require you to resubmit the files. In some instances, the instructor may need to open another attempt within Blackboard, so communication with your instructor is critical in these circumstances.