INFORMATION TECHNOLOGY I

Teacher:	Ms. Admire	Phone:	402-343-2635
Office:	Business IMC or Room 238	Email:	Admire.Lisa@westside66.net

Objective: Students will be able to complete various tasks at a proficient level using:

- Microsoft Word
- Microsoft Excel
- FileMaker Pro

Students will be competent in using the computer and software. It is expected students will use appropriate formatting and accuracy in preparing documents and visual presentations.

Materials: Computer, earbuds, pen or pencil (You must have your computer daily to be successful in this class)

Classroom Policies:

1. It is your responsibility to bring your charged laptop with you to class everyday. If you are unable to bring your computer, you will still be responsible for all class work and requirements. You will have to use a computer in the Media Center, at home, or at a local library to complete all assigned work by the deadline.

2. School policies will be followed in regard to tardies, excessive absences, and unexcused absences. (3 tardies will result in one unexcused absence and time will be made up)

3. Make-up work for excused absences is your responsibility. You will have two days to make up work for every day missed.   You will need to check with the teacher, PowerSchool or Blackboard to find all missing work and activities done in class while absent.

4. Headphones are allowed to watch podcast only or with teacher permission.

5. NO food or drink is allowed in the classroom or near your computers while working. You will be asked to throw it away!

6. Clean up your area before the bell rings.

7. All Information Technology I students must complete their own work or assignments. Using a classmate's work or giving a classmate your work is unacceptable and dishonest. You will lose all credit on any assignment you submit. Further consequences will include calls to the dean and/or parents, restricted time, or being dropped with a failing grade from the course.

8. Assignments are expected to be handed in on time. **Daily work may or may not be accepted if turned in late**. It is the sole discretion of the instructor to determine the level of credit given to late work.

9. Any student receiving a D or below will have the opportunity to relearn and retest over the material during an open mod or a call back mod with their teacher. The highest grade a student will be given for retesting is a C.

Grading:

Daily Work **10%**

Daily work is designed for students to practice skills presented in class. Students are graded on completion and effort receiving points for a completed assignment turned in at the beginning of the mod on the due date. Partially completed work will receive partial points. Work that is not turned in will receive zero points. It is the student's responsibility to see the teacher about missing work due to excused absences.

In-Class Assessments **60%**

These assessments must be completed and electronically submitted during the assigned mod. Students will typically be able to use their notes to complete the task. Completion of homework with a high level of accuracy will help ensure success on these assessments.

Tests and Quizzes... **30%**

Tests and quizzes will be multiple choice, true/false, short answer and essay. Students will be tested over the skills they acquired in a particular unit. Notes and/or computers may be used to complete most tests.