

Information Technology - Mrs. Cyrenna Moreno
CLASS EXPECTATIONS AND DISCIPLINE PLAN

- ATTENDANCE:** Must be present at least 60 minutes to be counted present.
- TARDIES:** I track tardies! If the student is late to class, I will follow the school handbook for consequences.
- ASSIGNED WORK:** There is a 3-day extension for any assignment not turned in on time. During this time, there is no penalty for late work. After 3 days, no credit is given.
- MAKE UP WORK:** The student is responsible to find out what assignments were missed and to make arrangements with teacher to have the work made up.

CLASSROOM BEHAVIOR RULES:

- BE RESPECTFUL to the teacher and classmates.
- BE PREPARED: Bring paper, class notebook and pen or pencil to class every day.
- BE ON TIME: Come to class on time with a good attitude to learn.
- BE RESPONSIBLE. You are responsible for any damage you do to equipment, for operating equipment safely and for not surfing to **non-approved** internet sites.
- LISTEN. Follow directions the first time they are given.

DISCIPLINE PLAN: Choosing to disobey a rule or cause a disturbance results in the following:

- 1st Offense - Verbal warning
- 2nd Offense - Parent will be contacted & written warning
- 3rd Offense - Teacher Detention - 30 minutes before or after school & parent notification
- 4th Offense -Principal Referral & parent contact

GRADING SCALE: Daily 40%, Tests 35%, and Projects 25%.

I have read and understand Mrs. Moreno's CLASS EXPECTATION AND DISCIPLINE PLAN and the Dorman High School Network Code of Conduct.

STUDENT NAME & SIGNATURE _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

Parent (s) email address: _____

Course Syllabus: Information Technology

1. KEYBOARD INTRODUCTION
2. SAFETY
3. STUDENT ORGANIZATIONS
4. COMPUTER HISTORY
5. PERSONALCOMPUTER HARDWARE
6. EXTERNAL COMPUTER HARDWARE COMPONENTS (PERIPHERALS)
7. COMPUTER PERFORMANCE
8. PURCHASING A COMPUTER
9. TYPES OF SOFTWARE
10. OPERATING A COMPUTER
11. COMPUTER MEMORY
12. NETWORKING FUNDAMENTALS
13. NETWORK ADMINISTRATION
14. INTERNET STRUCTURE
15. WEB FUNDAMENTALS
16. COMPUTER HARDWARE
17. LEGAL AND ETHICAL USE OF COMPUTERS
18. WORD PROCESSING APPLICATIONS
19. SPREADSHEET SOFTWARE APPLICATIONS
20. FINAL EXAM PREPARATION