Mr. German

Chiles High

Rm. #9216

2019-2020

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Digital Information Technology 2

#8207310

Course Description

This course is designed to provide a basic - advanced overview of past and present computer operating systems, components, and but not limited to the use of computers in college and industry. Students will become more proficient users and have a greater understanding of the how technology influences society. Students will be trained and have the opportunity to earn certifications in MS Word 2016, MS PPT 2016, MS Outlook 2016.

**Required Supplies:**

Students will need use their Microsoft OneDrive cloud storage accounts. In addition, students are required to have a folder, paper, and a pencil in their possession daily. Student will need headphones that can plug into a computers audio jack to hear video instructions used for class.

**Attendance, Tardiness, and Make-up work:**

Attendance is essential in order to complete your required assignments. Tardiness will not be accepted. A "TARDY" is up to 10 minutes late. A "LATE" is arriving to class 10 minutes or more after the bell.

**Chiles Tardy Policy**: 1st Tardy = Verbal Warning | 2nd Tardy = Detention plus a call to parent | 3rd Tardy = Discipline Referral which will result in Saturday School | 4th Tardy = A "LATE" will be inputted into the GradeBook and a Discipline Referral will be written, which will result in Saturday School | on the 5th Tardy the Policy starts over with a Verbal Warning.

**Make-up work:** is the responsibility of the student, all lessons, instructions, and examples are always available at:

<https://mrgermans.weebly.com> Make up work is only accepted if the absence is excused; no exceptions!

**Homework**:

Homework will be assigned as needed; there is ALWAYS a weekly Technology Current event assignment that is due (no later than the first 5 minutes of class) every Friday.

**Evaluation**:

You will earn points for all individual and group work. In addition, you may earn or lose points for your level of daily participation on assignments in class. At the end of each nine-week grading period, the points you have earned will be totaled and converted to a letter grade based on the following scale.

A= 90% - 100%

B= 89% - 80%

C= 79% - 70%

D= 69% - 60%

**Behavioral Requirements**:

All students are to respect everyone in class and their right to learn.

Respect the equipment within the classroom, that means NO FOOD (including gum or candy) and

NO DRINKS will be allowed in the classroom. Students will only be allowed to leave the classroom once they have asked me for permission and I have provided them a hall pass.

**Dishonesty**:

Cheating and plagiarism will not be tolerated on any assignment and will result in a ZERO “0” for that assignment. You will be held accountable for your actions.

Additionally, All LCS and LCHS rules will be followed and strictly enforced; no exceptions!

Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_