

Introduction to Information Technology

Anne Senger

(540) 298-1228

asenger@rockingham.k12.va.us

<http://mrssenger.weebly.com>

Course Description

Computer Applications is a high school credit class. Upon successful completion, students will earn one credit toward a high school diploma. Projects in this class will be student-centered to encourage originality, creativity, and critical thinking. Students will acquire knowledge of computer basics, computer applications, some advanced software features, and an introduction to computer programming. Students will be required to take the skills they learn from classroom activities to create final projects for each unit. Projects in this class will be student-centered to encourage originality, creativity, and critical thinking.

More information about the curriculum and competencies for this class can be found at:

<http://www.cteresource.org/verso/courses/6670/information-technology-it-fundamentals-tasklist>

And:

http://www.doe.virginia.gov/testing/sol/standards_docs/computer_technology/2012/stds_comptech_6-8.pdf

Make-up Work

Due to the nature of instruction and the large amounts of practice required in this class, attendance is crucial in order to be successful. I know that sickness and emergencies do arise at unexpected times. However, work must be made up in a timely fashion in order to receive maximum credit, and keep up with the pace of this class. My web page will list previous lessons and activities for any student who is absent and, when possible, any handouts will be available for download. It is the student's responsibility to visit my website to collect the missing work and get it completed in accordance with the 8th grade late work policy. In addition, the student will need to complete a "I Completed a Missing or Late Assignment" sheet, so that I know to re-run online reports. If special arrangements or accommodations are needed, please let me know as soon as possible so every student is able to be successful.

After an excused absence, the student is responsible for making up all work missed. The student will be given one day for every excused day to complete missed assignments. Therefore, students are to collect all missed work the day they return to school. Students must make arrangements to make up tests. If there is a previously assigned project, or assignment due on a day the student is absent, the assignment or project is due the same day the student returns to school.

Late Work

Beyond the excused absence policy; students will lose 15% for assignments one day late (85%), an additional 15% for a second day (70%) another 15% for the third day an assignment is late (55%) and 50% on assignments turned in four or more days late.

Personal Electronics

Personal Electronic Devices (such as cell phones, iPods, iPads) MAY NOT be used in class unless specifically approved by the teacher for instructional purposes.

Required Materials

Students are required to bring a pen or pencil, paper, headphones or earbuds (As they will be required for multiple classes, earbuds/headphones may not be stored in the classroom) to each class meeting.

Major Competencies Addressed

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|----------------------------|-----------------------------------|
| ~Computer Knowledge Basics | ~Internet Operation and Safety |
| ~Word Processing | ~Career Readiness and Exploration |
| ~Spreadsheets | ~Coding |
| ~Multimedia presentations | ~Computer Ethics |

Grading Scale/Breakdown

Classwork 30%

Quiz 20%

End of Unit Projects 20%

Test 30%

A = 90-100

B = 80-89

C = 79-79

D = 60-69

F = 59 and below.

Please return to Mrs. Senger by August 31, 2018

I am excited to have your child in class. Please feel free to contact me if you have questions or concerns. *If we all work together, this will be a very successful year and rewarding experience for everyone!*

Student Name _____ Class Period _____

Parent Name _____ Parent Signature _____

Parent Email _____ Parent Phone # _____