

Syllabus for Computing in the Modern World

Mrs. C. Oden

Room 114

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Office Hours: Mondays from 3:00 – 4:00 or by appointment

OBJECTIVE:

This Information technology class is a driving force that has the power to reshape our learning and career activities. It is designed to teach students how to be successful in school and in future professions that use today's powerful digital communication tools. Students will cover such areas as careers, ethics and history of computing, hardware and software components, networking basics, web design, Internet essentials standards, problem solving, and programming and data structures. Students develop computer skills such as searching & examining the Internet for secure information; understand and apply algorithmic thinking to solving problems, demonstrate knowledge of networking trends and issues through Word processing, spreadsheet, etc in ways to communicate, share, and inspire topics within the course of this class. The main objective of this course is to help students find appropriate roles for information technologies in their own intellectual lives, & to encourage students to think critically about the "revolution" in information technology. With each topic introduced in this course, it provides students with the opportunity to be more efficient, better educated, and more prosperous individuals.

GRADE BREAKDOWN:

Candidate Pool Development (Class/Homework)	25%
Professionalism	30%
Business Evaluation (Tests/ Quizzes/Notebook Check)	25%
Business Collaboration (Teamwork, Class Participation)	20%
Total Point Available	100%

GRADING SYSTEM:

A	90% - 100%	excellent
B	80% - 89%	above average
C	75% - 79%	average
D	70% - 74%	below average
F	below – 69%	failing

Semester Grade

1st semester total available points
Comprehensive Semester Exam

80% of the final grade
20% of the final grade

PROFESSIONALISM:

- Each student is expected to have **ALL** required material in class and be prepared when class begins
- Each student begins with a grade of 100% at the beginning of the semester
- Students will exhibit professionalism in dress, conduct, language & communication with other classmates at all times
- Each student must **BE ON TIME TO CLASS** & should attempt to complete weekly classroom assignments
- Properly communicating with other classmates as well as teachers
- Each student must obey all classroom as well as school rules including following appropriate dress code.
- Dress in appropriate business casual attire every Wednesday
- Each student must obey all classroom & school rules including following appropriate dress code.
 - Students will earn professionalism points by dressing in business casual attire.
 - Casual Attire for girls includes:
 - **INFORMAL BUSINESS**
 - Khaki & polo shirts
 - **FORMAL BUSINESS**
 - Blouses & pants suits or dress pants; dresses or skirts
 - Informal & Formal Business Casual for boys includes:
 - Khaki or dress pants, polo shirts and dress shoes

NO TENNIS SHOES, FLIP FLOPS, casual sandals, house shoes ALLOWED!!!

MAKEUP MATERIAL:

- Out of school suspension (OSS) will count within the 10-day (per semester) make up rule –
- **STUDENTS ARE RESPONSIBLE FOR ANY ASSIGNMENTS MISSED WHILE ABSENT.**
- Students who have an excused absence must initiate arrangements of missed assignments with the teacher
- on the first day student returns.
- Deadlines for completing assignments will be determined by the teacher.
- Long-Term Projects (one month) will not be taken if they are late.
- If you are absent on the due date, you must have someone turn in the assignment for you.
- Short-Term Projects (less than one month) will be taken if they are late.
- Projects are due at the beginning of the class period.

REQUIRED MATERIALS:

- 1'3 ring binder notebook with clear cover
- Black or blue pens ONLY
- Loose-leaf paper
- 8 Dividers with tabs
- Box of Kleenex or hand sanitizer
- Informal & Formal Business Attire

****Adjustments to the syllabus and class rules may be made within the school year at teacher's discretion****

CLASSROOM CONSTITUTION

Our Classroom Constitution is a list of classroom rules. The rules are as follows:

- No **SLEEPING** or **TALKING** allowed during tests.
 - If caught sleeping, student will **stand** the remainder of the period
- Always show **RESPECT** to yourself, others and property - **NO PROFANITY ALLOWED.**
- No **External CD, MP3 PLAYERS** or **CELL PHONES, diskettes, or flash drives** are allowed in computer lab.
 - For the 1st offense, the item will be taken up and kept until the end of the period
 - For the 2nd offense, the item will be kept for the remainder of the day
 - For the 3rd & subsequent offenses, the item will be taken up & turned into the administration
 - Repeated occurrences will result in immediate administration referrals
- **Each student will be given six (6) passes for the semester to use at their discretion**
 - **All unused passes can be used toward their final exam**
- **Students are expected to take all bathroom breaks between classes unless a doctor's excuse is given.**
- **NO HORSEPLAY** will be allowed in the classroom at any time.
- No students will be allowed to leave the room 15 minutes after the period begins or before the period ends.
- No **CHEATING** will be tolerated on tests, assignments or team projects.
- **ACCESSING UNAUTHORIZED SITES** will not be tolerated & if caught by teacher consequences will be given
- No **GUM, FOODS, DRINKS** or **CANDY** will be tolerated in the classroom unless otherwise informed.

NOTEBOOK CHECK:

- Every notebook needs to have assignments in chronological order.
- Every notebook will have 8 Tabs & dividers clearly labeled:
 - **General Information**
 - **Bell ringers**
 - **Weekly Assignments**
 - **Vocabulary Words**
 - **Handouts / Study Guides**
 - **Topic Tests / Pop-Quizzes**
 - **Grading Section**
 - **Miscellaneous**
- Every assignment must be placed the appropriate section.
- No straggling papers allowed in the notebook (**Punch them; bind them so you can find them**).
- Students will need to make arrangements to make up work or will be given a zero after 10 days.
- Students will be required to turn in notebooks at the end of each month.
- Notebooks should not be kept in the classroom. If left, teacher is not responsible if stolen.
- There will be a given location for all students to submit notebooks for notebook check.
- Once graded, students should file assignments and tests in notebooks in reverse chronological order, most recent on top, in their binder.
- Tests, homework, & class work may be removed from the binder to study for exams, but the student is responsible for returning all items to the binder and filing the materials in the requested order.

CLASS ATTENDANCE POLICY:

- Attending class is mandatory & students follow Salem High School's tardy policy established by the administrative team.
- If you are absent from class, you must bring documentation explaining why you were absent on the first day returning to school. If not, the absence will be documented as unexcused. After 10 unexcused absences students will be referred to the **Assistant Principal of Instruction** & given a zero for all missed class work.
- Students who are absent for more than **10 days** must arrange a parent conference with the teacher before any make-up work is given. Students have a 2-week period to arrange this conference.
- There will be consequences for every violation made against the attendance policy. If you are tardy:
 - 1st offense - Verbal warning
 - 2nd offense - 30 minutes teacher detention will be given & parent phone call
 - 3rd offense - Discipline referral with a recommendation for ISS will be given to administration

I have read and understand all the classroom rules and procedures as well as understand all the expectations of the student. I am also aware of the consequences for not maintaining the rules and expectations.

STUDENT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____

DATE: _____