**Course Description:**

Information technology presents the principals for utilizing technology as a communication tool. Students will develop skills in keyboarding, word processing, presentation graphics, and Internet. Tasks will include creating reports, tables, graphs, business letters, multimedia presentations, as well as Internet search skills. **This class is a specific requirement for graduation.**

**Course Goals and Objectives:**

Upon completion of this course, students will be able to:

1. Improve keyboarding skill and accuracy
2. Format business letters using MS Word
3. Create a spreadsheet using MS Excel
	1. Use and design a spreadsheet to solve a problem
	2. Create formulas
	3. Create tables and graphs using data from a spreadsheet
4. Create PowerPoint presentation slides
	1. Add animation, transitions, sound, and art to a presentation
5. Create a google account for access to google docs and other websites as determined by the instructor
6. Understand the ‘digital footprint’ in terms of the trail of activity left by online presence
7. Create graphic organizers using bubbl.us
8. Troubleshoot basic computer and network problems, understanding malware and viruses
9. Learn about cyberbullying, netiquette, and internet safety
10. Gain an understanding of intellectual property rights, copyright, creative commons and citing sources
11. Utilize search strategies using a search engine
12. Learn the responsibilities associated with personal networking on sites such as facebook or myspace and create a multimedia presentation of “Life online”
13. Explore online learning and interactive learning, namely quizlet, google maps, schoottube, etc
14. Edit digital images and photos with online tools
15. Learn Google Docs for online word processing, presentations, spreadsheet, email, calendar, forms
16. Create and online presentation using Prezi
17. Learn to create videos by recording from the computer screen (Jing and CamStudio) and explore the elements of creating such videos
18. Learn what is going on in the country in regards to mobile computing (cell phones in the classroom)
19. Learn about programming a game or animation using the free program from MIT called Scratch. Students will try some out and create their own.

**Course Website:**

This course will utilize the 21 Things for Students web site for instruction. This course will be a blended (Lecture + Online learning) course. Access this site for all assignments, videos, lessons associated with the course:

[www.21things4students.net](http://www.21things4students.net)

**Grading:**

1. All assignments must be completed by the due date. **There is a 50% late fee for assignments received after the due date.**
2. Lab grades are grades assessed during the class period. Usually lab grades will total 15 points for the period. It is an all or nothing grade. In order to receive full credit, students need to remain on task and refrain from causing disruptions in the classroom.
3. If a student has an unexcused absence, no make-up work will be assigned. The student may obtain the material missed on that day; however, it will not be given credit upon completion.
4. There is a final exam. All students are required to take the exam. Seniors may follow the exam waiver policy in the 3rd trimester only.
5. For excused absences and student activities, students may have one day to complete work missed for each day absent.
6. Parents may access their child’s grades online using Family Access at the Mason Public Schools website: [www.mason.k12.mi.us](http://www.mason.k12.mi.us) To obtain a username/password, parents must contact the Information Technology Department, 676-6516. Grades are updated weekly.

**Approximate\* Grading Percentages:**

Participation (Lab Grades, Discussions via Moodle) 10%

Class work 30%

Quizzes 20%

Projects 40%

\*Note that this is an estimate of the point total breakdown. Assignments are not weighted. Grades are determined on a “Total Points” scale.

**Grading Scale:**

All classes within the MHS Business Department use the same grading scale.

* 1. A
	2. A-
	3. B+
	4. B
	5. B-
	6. C+
	7. C
	8. C-
	9. D+
	10. D
	11. D-

You and your parents can track your attendance and grades in Skyward. I will update grades in the system weekly. Skyward assigns an asterisk to blanks in the grade book. **You do not need to worry about asterisks**. An asterisk may indicate that the grade has not yet been entered, you are still working on the assignment, or that you are excused from the assignment. An asterisk will not negatively or positively affect your grade. A zero will appear if you received a zero for the assignment.

**Ground Rules:**

1. Arrive on-time. Tardiness will not be tolerated. Students accumulate time after the dismissal bell for time missed.
2. Remain seated in your assigned seat until the dismissal bell. Please DO NOT line up at the door.
3. All students are expected to conduct themselves in a scholarly manner. Academic dishonesty (cheating) is not tolerated.
4. **PASSES** will be allowed during the class period in a dire emergency. ***NO PASSES*** during the first 10 and last 5 minutes of class.

**Instructor Information:**

# Ms. Kristin Higgins

Room #74

Email: khiggins@mason.k12.mi.us

# Phone: (517) 676-9055 Ext 274

**Daily Schedule**

**2nd Trimester**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1st Period** | **2nd Period** | **3rd Period** | **4th Period** | **5th Period** |
| 7:50- 9:00a | 9:06-10:16a | 10:22-12:02p | 12:08-1:18p | 1:24-2:35p |
| **Lead B** | **PREP** | **Yearbook** | **InfoTech** | **InfoTech** |
| Rm #74 | Rm #75 | Rm #74 | Rm #74 | Rm #75 |

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