FILLMORE CENTRAL HIGH SCHOOL
2023-2024 COURSE SYLLABUS
IT FUNDAMENTALS

Instructor Information

Instructor: Brittney Patterson

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OBJECTIVES

- To increase students' ability to function effectively on the computer in various applications and software.
- To gain digital literacy skills and learn how to use them in a positive, professional, and effective manner.

GRADING:

Criteria for grading along with assigned weights will be announced when each assignment is given. All work will be completed in the testout program. Grades will be entered weekly on PowerSchool, however Testout will grade each student's work and give immediate feedback. Students will be graded on daily work, projects and tests as follows:

GRADING SCALE*:*

Summative – 80%

    • Certification test (FInal Exam)

    • Section exams and projects

Formative – 20%

    • Daily work

CLASSROOM RULES:

<u>PUNCTUALITY:</u> Be on time to class. Punctuality is an important trait in the business world. In addition, the business world expects us to meet deadlines; otherwise, penalties result. So, be punctual with all homework assigned, too.

<u>USE AND CARE OF RESOURCES:</u> This is your school—be proud of it by taking care of all classroom resources. No leaning back in chairs or sitting on tables Abide by listed computer rules for the school (earbud use, etc.) Clean up the messes you make.

<u>PRODUCTIVITY:</u> Use in class work time wisely. Do not quit early at class and stand by the door. Remain in your seat. Bring needed materials to class.

<u>GOOD HUMAN RELATIONS</u> – Show respect for your classmates and instructors. Be open to new ideas.

<u>ABILITY TO FOLLOW PROCEDURES:</u> Employers will provide you with employee handbooks. You have been provided with a student handbook by the school along with this syllabus. Rules for food, make-up work, tardies, etc. will be enforced.