**Integrated Technology Specialist ~ Course Expectations ~ Mr. Taylor**

**Students will learn the following:**

**Class Rules:**

1. Be Prepared
2. Be Respectful
3. Be Involved
4. Be Determined
5. Be Enthusiastic

* Students learn through Microsoft IT Academy
* Career exploration
* Microsoft Word
* Microsoft Excel
* Introduction to Cybersecurity
* Create a Resume
* Business professionalism and standards
* Utilize of technological standards (Email, Calendar, Office 365, etc)

On-line Expectations:

Network username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
IT Academy Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Cruising Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Console 8 Username: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Blackboard username:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ password: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grading:

## Assignments – 25% of grade

* Lab Work – in class computer work
* Homework- if needed
* Critical Reading Assignments
* Other Assignments that don’t fit Assessment category

## Assessments – 75% of grade

* In Class Quizzes/Tests
* On-line Tests
* Projects

**Late assignments**:

* If work is due at the start of the hour or the end of the hour and not turned in by that time, it is considered late.
* **Absent *(excused)* work** must be turned in the day you return. Write “ABSENT” & date of absence at the top of the assignment. If unexcused, the work will not be accepted.

**Student’s Pace-**

This class will be at the pace of the student. Students may move quickly through material that they understand or take more time on certain material. However, the expectation is to be certified by Microsoft in Word and Excel. These are not the only programs that students can earn certification. Students can utilize this opportunity and earn as many Industry Recognized Certifications as they are able in a semester.

**Stay Informed:**

* Be in class daily, so you don’t miss out!
* Lesson plans & pertinent information are located at: ctaylor.weebly.com
  + (FYI- the new grading system has a lesson plan feature, and I plan on utilizing it in ParentPortal as soon as it is available).
* As features become available in Unified this year, there will be more communication pathways in ParentPortal. I plan on utilizing this avenue. Currently, email is the best way to contact me. I bounce between two rooms and I may not be in the room to get the voicemail.

**Contact Information:**

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**Student & parent /guardian signatures are required. Please click the link below to fill out the form.**

**Go to:**  [ctaylor.weebly.com](http://goo.gl/forms/ml6migVB5n) and click on the Student/Parent Expectations

**Due Date:** Friday, September 15th *(this must be done with your parents at home)*

**Grade:** 10 Points