

# Principles of Information Technology

Ms. Reeder  
2019 - 2020

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**Course Topics** Computer, Internet and Network Basics  
Advanced Word-processing  
Advanced Spreadsheets & Charts  
Databases & Reports  
Business Presentations  
Graphic Design  
Document Design  
Web Design



**Required Supplies** pencil or pen  
notebook paper  
folder or section in binder  
ear buds  
\*additional supplies may be required throughout the year

**Absences** Each class day is important and you are expected to be here. If you are absent from class, it is your responsibility to ask for your make-up work and to complete it within the time allowed. For excused absences you will be allowed 1 day to make up the work for each day you were absent. For unexcused absences you will be given a zero for any work missed.

**Grading Policy** Daily Work/Quizzes – 40%  
Tests/Projects - 60%

**Late Policy** Homework and projects are due at the beginning of class; late work will not be accepted.

**Classroom Expectations** Come to class prepared.  
Respect yourself, others and property.  
Complete all assignments on time and to the best of your ability.  
Follow all school rules and policies.  
**PLUS...**  
Be in your assigned seat and ready to begin when the bell rings.  
No personal grooming during class time.

**Computer Use Rules** Abide by the SISD Acceptable Use Policy.  
You must have permission to use the Internet or play games.  
Music is allowed only if directly related to your assignment.

**Contact  
Information**

I can be contacted during my conference period at 940.535.5260 or by email at [bleeder@slidellisd.net](mailto:bleeder@slidellisd.net).

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**Student Signature**

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**Parent Signature**

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**Parent Email**

