

Classroom Expectations

Fundamentals of Computers – CIT 130
A+ Computer Hardware and Operating Systems – CIT 101 – CIT 111
Technical Computer Applications- CS- 101

Room C215 / Mr. Ash

The following rules and policies may change from time-to-time and should be checked periodically.

Student Behaviors

- Be prompt
 - *Be ready to learn when class begins.*
- Be prepared
 - *Have materials with you and know the due dates of your assignments.*
- Be a polite and positive participant
 - *Speak in a normal tone of voice, and listen attentively.*
 - *Do Not speak while the Instructor is lecturing.*
- Be productive
 - *Turn in work on time, and always do your best and your own work!*
- Be a problem solver
 - *Correct problems quickly and peacefully before they escalate.*



Policies and Classroom Rules

- NO Food or beverages are permitted in the classroom.
- Cell-phones are permitted on campus; but not in the classroom. Students using cell-phones in class will be reprimanded first and the cell-phone confiscated on the second offense.
- Music and Headsets are not permitted in class.
- DO NOT roll around the room in the chairs.
- Ask permission to leave the classroom for restroom use.
- Please be in your seat by
1st Block – 8:20am, 2nd – Block -9:45am, 3rd Block – 12:25pm, 4th Block – 1:45pm
as class begins at that time.
- Major assignments and projects are due on time. Late work can be submitted. However it will be scored at a 10% deduction for everyday late.
- Cheating and copying work will not be permitted.
- Inappropriate language will not be tolerated.
- Absences
 - *Assignments can be found on the class website or by asking the Instructor.*
 - *Each absence has a one-day grace period for each day missed. As with Wood County School Policy; you have as many days absent to make up work assigned.*

Network Policies and Computer Use

- DO NOT disconnect any computer from the network for any reason.
- DO NOT unplug power to any computer or monitor for any reason.
- DO NOT bring your own laptops or PDA's to class and connect to the college's wireless system.
(A+ students are an exception to this rule and will be notified when they may do so.)
- Usernames and Passwords are to be kept confidential.
- Games and inappropriate websites are not permitted.
All Internet and network connects are monitored.
Each student and parent signed an Internet Agreement Policy and this policy will be upheld.
- Hacking or an attempt to hack into network or other computers will result in loss of Internet and network use which will lead to failure of the course.
(We take this rule very seriously!)
- DO NOT waste paper by printing needless items, printing should be kept to homework assignments. Students abusing printing privileges shall be made to pay for wasted paper. *(Ask before you print something for yourself.)*

Student Responsibilities

- Chairs
 - *Push your chairs in under the desk when class ends.*
- Textbooks
 - *Hardback covered textbooks may leave the room, paperback may NOT.*
 - *Place textbooks back in the bookends when finished. Adjust falling books in bookends so that they do not fall-over.*
- Homework
 - *Homework assignments have a due date posted.*
 - *Late assignments will be reduced by 10% for each day late.*



Show Respect

- Value yourself. Be honest and ethical, and practice strong moral values.
- Treat all members of the school community and all visitors with politeness and respect.
- Honor the ideas and opinions of others.
- Offer to help.
- Be responsible with property and belongings.



Responsibility for Coursework

- Bring notebooks, textbooks, planner, and appropriate writing tools to class.
- Know the due dates, and submit all coursework on time.
- Classroom materials borrowed or checked-out such as disk's, USB thumb drives, and textbook's are the responsibility of the student and should be returned promptly.
- All assignments are posted on the white board and on the class Web site.

<http://capertoncenter.dyndns.org>

Promote Lifelong Learning

You can develop lifelong learning traits:

- *By showing curiosity about human nature and how the world works.*
- *By seeking and valuing diversity.*
- *By persisting in seeking out new solutions.*
- *By using your unique talents and intelligence to promote positive change.*
- *By learning and applying technology tools to solve problems.*



Grading

- Grades are based on the accumulation of averages from test's, quizzes, and homework.
- Grades are based on:
 - *Class participation (effort)*
 - *Completion of assignments (daily work)*
 - *Major projects, exams, and self-reflection*
- Grades are posted to Grade Quick and updated every Thursday.

Our Grading Scale

- 93-100% = A
- 85-92% = B
- 75-84% = C
- 65-74% = D
- Below 64% = F

Grades are calculated on cumulative percentage.



My Pledge to Students

- I will trust you until you give me reason to do otherwise.
- I will respect you and work with you to solve problems.
- I will promptly correct and offer feedback on your work.
- I will work with you to meet learning goals.
- I will offer extra help and alternative assessments should you require them.

Mr. Scott M. Ash