**Digital Information Technology  
 Virtual Course in the Classroom**

**2017-2018 School Year Instructor: Mrs. Cox**

Course Number 82073100

Course Credit: 1

***Email:*** [coxj@santarosa.k12.fl.us](mailto:coxj@santarosa.k12.fl.us)

***Phone:*** 916-4100

**Class Discription**

The DIT course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information based society.

This course fulfills the Online Class graduation requirement as well as the Fine Art requirement. It also counts as an elective credit and is the first course of three required for a student to be eligible to obtain the Florida Gold Seal Scholarship. It is the first course for some of our Academies and Programs.

**Classroom Rules**

* Be in your assigned seat when the tardy bell rings
* No food or drink is allowed in this computer lab. Keep such items in your backpack.
* Respect the equipment and other people in the classroom
* No phone usage during class
* Remain in your seat until the bell rings. Push your chair under your workstation.
* No games are to be played on school computers. This is a violation of your AUP.

**Supplies**

**$10 Lab Fee:** This lab fee is applied to textbooks, handouts, and computer & printer supplies and maintenance of classroom equipment.

**Daily**: Earbuds/Headphones, Pen/pencil, paper, folder. Students need to keep up with handouts and project requirements during the school year.

**Evaluation & Online Grade Access (Dolphin GradeLine-Portal)**

Quizzes, class work, and projects will be calculated in the student’s grades. In this online class the students will be responsible for turning in each lesson no later than 1 week from the date it is assigned. Each lesson takes anywhere from 15 minutes to 45 minutes to complete and can be done outside of class as well. Once prepared, students will be required to take an Industry Certification Exam in each of the Microsoft areas covered—Word, Power Point and Excel.

Grades will be posted in the Portal in a timely manner and can be accessed through **ClassLink.** A “Z” in the gradebook calculates as a zero but is something that can still be turned in. A zero in the gradebook is something that can no longer be turned in.

I am looking forward to a great year and hope you are too!

Please sign and return this sheet to Mrs. Cox

I have read and understand the contents of the Syllabus and the student handbook and Code of Conduct. I will adhere to the rules and policies described therein.

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Student Name (printed) Parent Name (printed)

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Student Signature Parent Signature

My student may watch school-class related PG and/or PG 13 videos that pertain to the curriculum of this class.

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YES NO