

CLASSROOM EXPECTATIONS:

- #1 Be Responsible
- #2 Be Respectful
- #3 Be Safe
- #4 Clean up after yourself
- #5 DON'T GIVE UP!

Class Website:

<http://dianeode.weebly.com/>

Tutorials:

Wednesday and
Thursday
8am room C202

Supply List

- **Composition notebook**
- **Pen or pencil**



We will be learning Microsoft Office 2010 in class. This course is production based and attendance will be critical for success.

remind101

Register to receive text messages and/or e-mail messages with reminders, homework assignments, and other class information.

When you sign up, remind101 will not share your phone number/email address so everything stays private!


See handout for instructions

BIM

Diane Bode

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1-512-594-1284


KEEP CALM AND DO YOUR HOMEWORK



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Grading Policy

I will follow the Pflugerville ISD district policy with respect to grading, late work and retesting. The expectation is for you to complete your work on time with excellence. This policy can be located on my website.

****NOTE**** This class is taught on the scale of a college level course and is articulated with ACC. If you receive a grade of an 80 or above, you may receive 3 Credit Hours that can go towards your college degree. For more information please review the following website:

<http://www.techpreptexas.org/aboutus.html>



Students are subject to the PISD Acceptable Use Policy guidelines as outlined on the district website. Students are expected to be good stewards of our excellent technology resources and use them only for class work. Disciplinary action will be taken for students using the computer for anything other than an approved activity, and any vandalism or damage will be met with immediate consequences including, but not limited to, the loss of the use of the computer and a fine.

Date:

Student Name:

Student Signature:

Parent Name:

Parent Signature:

Return to room C202