



Mrs. Muhlhauser

Website: [mesarams.com](http://mesarams.com)



[lmuhlhauser@murrieta.k12.ca.us](mailto:lmuhlhauser@murrieta.k12.ca.us)

[mesarams@gmail.com](mailto:mesarams@gmail.com)

## Resources Needed

Thumb Drive (2 GB minimum)  
Google Email Account  
Drop-Box Account  
Atomic Learning Account  
ABI Grading Account

951-677-0568 x 6107

Room Renaissance 107

**COURSE DESCRIPTION:** You will learn practical skills necessary to research possible career opportunities and discover various post-secondary options (junior college, four-year university, trade school, etc.). You will also learn the valuable skill of keyboarding and the various applications, functions of Google Apps and MAC business programs. Students will create newsletters, spreadsheets, design presentations, and compose letters & reports, just to name a few. This is a one-semester course and **must be passed for high school graduation.**

To be successful in my class, follow the Mesa Student Handbook rules, stay on assigned task each day,



complete assignments on time and follow the guidelines outlined in the MVUSD Internet Acceptable Use Policy. Additional classroom rules include:

1. No food, candy, gum or drinks.
2. Inappropriate programs or websites are prohibited. (includes games)
3. No downloading of programs, games, or inappropriate graphics/pictures.
4. Students will work only at their workstation.
5. Students will not alter (add/delete) the desktop or computer hard drive(s).
6. No CDs/DVDs, cell phones, or any other electronic devices in this classroom..
7. Students are responsible for their workstation. If anything is wrong, contact Mrs. Muhlhauser

## CONSEQUENCES:

Failure to follow these rules will result in loss of computer time, reviewing the student Acceptable Use Policy by handwriting the form, suspension from the classroom, and/or removal from class. Students/parents will pay for damage resulting from misuse or theft of equipment, materials or supplies. MMHS discipline rules and guidelines are fully enforced in this course.

## CLASSROOM EXPECTATIONS:

### Be Punctual, Prepared, and Productive

Students will...

1. follow all computer lab rules and procedures.
2. show respect to the teacher and peers.
3. be in their seats and prepared to work when the bell rings.
4. treat equipment and materials with care.
5. Students will work to the best of their ability.

Positive intervention is emphasized. Students will be reinforced for respecting class standards and expectations, improvement, and achievement. Communication with the parents will be on-going throughout the semester.

## Assignments



Assignments will be given on a daily basis. Most of your work will be completed in class. Assignments not completed in class must be completed as homework and is due the

following day. If you have an excused absence, you will have ONE class day for each day absent to complete the missed assignment for full credit. Assignments are listed on my website: [mesarams.com](http://mesarams.com)

**IT IS THE STUDENT'S RESPONSIBILITY TO  
GET THE MISSING ASSIGNMENT(S)  
FOR THE DAY(S) ABSENT.**



**Parent Contact:** If you email or call me regarding your child's classroom performance, I guarantee a reply within 24 hours. Otherwise, I will make contact if your child is in danger of failing or in need of special accommodations to ensure success. I will update the Aries Grade program every 2 weeks so please register for an account so you can monitor your child's progress in all their classes regularly.

Please sign and return this portion of this syllabus, and keep the class information for your records.

**I have read and understand the components and expectations of ICT Careers and am aware of Mrs. Muhlhauser's contact information.**

Printed student name \_\_\_\_\_ Period \_\_\_\_\_

Student Signature \_\_\_\_\_

Printed Guardian Name \_\_\_\_\_

Guardian Signature \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Please complete the survey below and return with your signature. Students will be required throughout the year to complete typed assignments for this course. Students will also be asked to participate in online research and/or discussions. Also, due to budget constraints, students may be asked to print handouts and worksheets from the teacher website from home.**

	Daily	Usually	Occasionally	Never
Student has access to a computer at home				
Student has access to the internet at home				
Student has access to a printer at home				
Programs student has access to at home:				
Circle:      PC          MAC          OTHER				

## Computer Lab & Library Hours

- R106 - Open Daily 7:15 to 7:40, Wednesdays 7th Pride Period to 4:00 pm. Available by appointment.
- MMHS Library: Open daily 7:00 am to 3:30 pm
- Murrieta Public Library- 1 hour computer use with library card. See their website for hours.