

Department: Business Education

Course title: Digital Literacy

Year: 2020 - 2021

Teacher: Mr. Hooper

Course Description: This course prepares students for life after high school by addressing workplace skills, the essentials of financial literacy, and by providing students with a crucial understanding of careers. Students learn about technology skills/tools, budgeting, post-secondary education options, keyboarding, careers available in today's workforce, employability skills, and how to obtain a position. Students will explore the Individual Learning Plan (ILP) made available online by the Kentucky Department of Education to better focus their coursework on individual goals as they prepare for postsecondary studies and careers.

Student objectives: After completing this course, you should be able to:

- Use strategies for choosing and preparing for a career
- Demonstrate proper keyboarding techniques
- Demonstrate skills using programs from the Microsoft Office Suite (Excel, Word, PowerPoint, etc.)
- Demonstrate skills such as interviewing, writing resumes, and completing applications needed to be accepted into college or other postsecondary training or to get a job
- Demonstrate skills and work habits that lead to success in future schooling and work

Course Requirements: In order for you to be successful in this course, you must meet the following expectations:

1. The student will complete ALL daily work and participate in ALL activities.
2. Completion of the ILP.
3. Successful team membership and participation during class time and during any participation projects.
4. Active engagement during class time, including proper time management.
5. Application of critical thinking.

Criteria included for evaluation and determination of grade:

There will be ample opportunity to maintain a good grade in this class. You will be expected to complete all activities (group and individual), homework assignments, projects/presentations, and tests. The point system will be used for grades. All work will be assigned a point value and the total points earned will be divided into the total number of points to determine your final grade. In order to be successful and to not fall behind, you will need to use time within class wisely. Although we will move through topics fairly quickly, you will have an appropriate amount of time to complete all assignments IF you stay on task.

Grading Opportunities:

- Daily work, projects, and tests
- Participation in all activities
- ILP completion
- In-Class Presentations
- MicroType Lessons

The grading scale will be as follows:

A –	(90-100%)
B –	(80-89%)
C –	(70-79%)
D –	(60-69%)
F –	Below 60%

Final Class Grade:	First Nine Weeks	40%
	Second Nine Weeks	40%
	Final Exam	20%

*Note: There will be opportunities given throughout the semester to earn extra credit. You will have the opportunity to complete extra credit assignments if all of your assigned coursework has been completed. However, this will be work that goes beyond class requirements and will require work OUTSIDE of the classroom and on your own time. Keep up with your grade and don't allow yourself to fall behind! No extra credit will be given at end of grading term to boost grade!

***NOTE: The first assignment will be to turn in the signed Agreement Sheet. No other grades will be entered into the grade book until I receive your signed Agreement sheet.**

Academic Expectations:

2.36 Students use strategies for choosing and preparing for a career.

2.37 Students demonstrate skills and work habits that lead to success in future schooling and work. Students demonstrate skills such as interviewing, writing resumes, and completing applications that are needed to be accepted into college or other postsecondary training or to get a job.

5.4 Students use a decision-making process to make informed decision among options.

Performance Events:

You will be given many opportunities to demonstrate your knowledge of class content, including but not limited to chapter tests, presentations/projects alone or with a group, daily work, portfolio entry(ies), mock interview, and the completion of the ILP.

Rules of Class:

1. Follow all Classroom Procedures and instructions at all times.
2. RESPECT yourself, others, and equipment at all times.
3. Be on time and prepared (this includes homework completed and materials IN CLASS- not in locker, car, or at home.)
4. No food or drinks in class. This is a computer lab and they are NOT allowed. I reserve the right to confiscate and discard any food and/or drink items I see. This included gum and candy. The only exception to this rule is bottled water, which is to be kept in your backpack with a lid on it.
5. Each student will be allowed two hall passes per semester. In order to use a hall pass, you will need to sign the hall pass log.
6. After you have completed your assigned work, you are to spend your time doing one of the activities located on my class website.
7. Late work will be accepted on a per case basis. This means that I reserve the right not to accept any late work (which you will receive a 0 for). The best way to ensure that any late work is accepted is to stay on task and give 100% effort.
8. If you miss class for any reason, it is YOUR responsibility to see me for any make-up work.
9. Cell phones are not to be used in my class. You may use headphones to listen to music on your computer on Pandora, Spotify, etc. (no YouTube). If you have your phone out you will receive a verbal warning. The second time your phone will be confiscated and you may pick it up after class. Any other occurrences will result in your phone being taken and turned into the office, where you may pick up your phone at the end of the day.

Consequences to Rules:

1st offense- Warning

2nd offense- Conference with teacher and/or call to parent

3rd offense- Referral to office

*It is at the teacher's discretion depending on offense.

Materials needed for class:

- Paper or notebook
- Folder
- Pencils/Pens
- It is also recommended that you have a thumb drive / flash drive to back up your electronic documents.
- Headphones (Optional – If you would like to listen to music)

The faculty and administration reserve the right to change the class syllabus as deemed necessary. Requirements shall be modified to accommodate students who qualify for specially designed instruction.