

Department: Business Education

Course title: Digital Literacy

Year: 2017 - 2018

Teacher: Mr. Harned

Credit: 1

Prerequisite: None

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, Publisher, 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.

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 majority of your daily grade will be participation. 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.

Grading Opportunities:

- Daily work, projects, and tests
- Participation in all activities
- ILP completion
- 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. 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. RESPECT yourself, others, and equipment at all times.
2. Follow all Classroom Procedures and instructions.
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.

Consequences to Rules:

- 1st offense- Warning
- 2nd offense- Conference with teacher and/or call to parent
- 3rd offense- Conference with teacher and call to parent PLUS detention or writing punishment
- 4th 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.

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.