**Christian County Public Schools**

**CHRISTIAN COUNTY HIGH SCHOOL**

**Course Syllabus – Digital Literacy**

**Teacher Information**

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| Name: Lee Ann Ferguson  | Email Address: LeeAnn.ferguson@christian.kyschools.us |
| School Phone: 270 887-7050 ext 78207 | Planning Period: 2th |
|  | Classroom Location: 207 |

**Course Information**

**Title**: Digital Literacy **Credit**: 1

**KDE Valid Course: 060112**

**Description:**

This course is designed for students who have little or no formal keyboarding experience. Students will use a computer, MicroType Pro Keyboarding Software, Imagine Academy Learning Products and Microsoft Office 2016 to develop the touch system of keying with emphasis being place on proper keyboarding techniques, speed, and accuracy. Students will also prepare documents and reports using the following applications: Microsoft Word, Excel, Power Point, Access, and the Internet.

**Course Competencies**

Students who successfully complete Digital Literacy will be competent in the following areas:

1. use a word processing program to create, save, print, modify, spell-check, and grammar-

check a simple document

2. use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text.

3. use a word processing program to change the default margins and line spacing.

4. use a word processing program to create a document with headers, footer, and footnotes.

5. use a presentation program with text body, graphics, and animation.

6 .use an electronic spreadsheet to create, save, print, modify, and obtain graphs from a simple spreadsheet.

7. use an electronic spreadsheet to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication,. and division.

8. use an electronic spreadsheet to calculate averages and percents.

9. use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground, and background colors; and centering text across columns.

10. use a database management program to create, maintain, and print reports from a simple relational database.

11. use a database management program to customize the user interface by creating and maintaining forms and reports.

12. use a database management program to query tables using basic query operations such as "and", "or", "not", etc.

13. print in landscape and portrait orientations.

14. use the component of the operating system that helps the user manipulate files and folders to copy, move, rename, and delete files; and to create, copy, move, rename, and delete folders.

15. use a World Wide Web browser to navigate hypertext documents and to download files.

16. use Internet search engines and understand their advantages and disadvantages.

17. use an electronic mail program to send and receive electronic mail.

18. identify components of a computer

19. discriminate between ethical and unethical uses of computers and information.

20. demonstrate a basic understanding of issues regarding software copyright, software licensing,

and software copying.

21. demonstrate an awareness of computer viruses and basic understanding of ways to protect a

computer from viruses.

22. demonstrate a basic understanding of the impact of computers on society.

23. use and understand basic computer terminology.

24. utilize activities of FBL A as an integral component of course content & leadership

development.

**ASSESSMENT OF LEARNING**

Numerical grades are assigned based upon the following:

The class will be set up on total points in continuous grading. The following assignments will be used:

 Test/Projects 100 points each

 Quizzes – 50 points each

 Classwork 20 points each

The coursework will count 80% of total grade, midterm will be 10% and the final 10%.

**ATTENDANCE AND MAKE-UP WORK**

Excused and unexcused absences are determined by Policy 09.123 set by the Christian County Board of Education. Students receiving an excused absence shall have the opportunity to make up school work missed for the days excused. The procedure for make-up work in this classroom is: may require additional time before or after school.

**CLASSROOM EXPECTATIONS**

1. **NO food or drink, gum or lotion in computer lab.**
2. Be prompt—in class and your seat when the bell rings.
3. Be prepared – have all books, materials, assignments, and a mindset for learning
4. Be respectful—of yourself, your peers, your teacher and the classroom
5. Be responsible—for your actions and for following the established school rules and classroom procedures

**Course Overview/Year at a Glance**

Below is an overview of topic/ units and learning targets that are the focus of instruction for this course. Please note dates/timeframes are subject to change and are an estimate.

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| --- | --- | --- |
| Time Frame and Unit of Study | Focus Learning Targets | Culminating Assessment of Learning |
| *Introduction to Computers/ Keyboarding* | *18, 14, 19, 20, 21, 22, 23, 24* | *Project, Assignments and exam* |
| *Word Processing* | *1,2,3,4,13,24* | *Project, Assignments and exam* |
| *Presentations* | *5* | *Project, Assignments and exam* |
| *Spreadsheets* | *6,7,8,9,15,24* | *Project, Assignments and exam* |
| *Miscellaneous Software* | *15,16,17,24,10,11,12,13* | *Project, Assignments and exam* |
| *Accumulated Project* | *All targets* | *Project*  |

**Plagiarism, Cheating, and Academic Integrity**

Plagiarism is the practice of copying words, sentences, images, or ideas for use in written or oral assessments without giving proper credit to the source. Cheating is defined as the giving or receiving of illegal help on anything that has been determined by the teacher to be an individual effort. Both are considered serious offenses and will significantly affect your course grade. Please refer to the Code of Acceptable Behavior booklet for additional information.

**General Information:**

*If you are having trouble with this class, come to me immediately and I can work with you. If you wait till the end of the marking period, it will be TOO LATE. I will be available to help you understand so you can be successful in this class.*

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**Please check and sign below**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_***I have read the information and I fully understand what I’m expected to do in class.*

*Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent / Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*