Bullitt East High School

Course Syllabus – Digital Literacy

Course Information

Credit Hour: 1

Department: Business Department

Class Location: Room 334

E-Mail: fay.anderson@bullitt.kyschools.us

Webpage: http://fayandersonbehs.weebly.com

Teacher Information

Name: Mrs. Fhatj (Fay-ja) Anderson

Phone: (502) 869-6400 ext. 6480

Year: Fall 2022

Office Hours: 8:20 am - 9:10 am (Monday - Friday)

Course Description:

Students will use a computer and application software including word processing, presentation, database, spreadsheets, internet, and email to prepare elementary documents and reports. The impact of computers on society and ethical issues are presented. Leadership development will be provided through FBLA activities and competitive events.

Course Competencies/ Learning Objectives

- Students who successfully complete Digital Literacy will be competent in the following areas:
- use a word processing program to create, save, print, modify, spell-check, and grammar-check a simple document
- use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text.
- use a word processing program to change the default margins and line spacing.
- use a word processing program to create a document with headers, footer, and footnotes.
- use a presentation program with text body, graphics, and animation.
- use an electronic spreadsheet to create, save, print, modify, and obtain graphs from a simple spreadsheet.
- use an electronic spreadsheet to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication,. and division.
- use an electronic spreadsheet to calculate averages and percentages.
- use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground, and background colors; and centering text across columns.
- use a database management program to create, maintain, and print reports from a simple relational database.
- use a database management program to customize the user interface by creating and maintaining forms and reports.
- use a database management program to query tables using basic query operations such as "and", "or", "not", etc.
- print in landscape and portrait orientations.
- 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.
- use a World Wide Web browser to navigate hypertext documents and to download files.
- use Internet search engines and understand their advantages and disadvantages.
- use an electronic mail program to send and receive electronic mail.
- identify components of a computer
- discriminate between ethical and unethical uses of computers and information.
- demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying.
- demonstrate an awareness of computer viruses and a basic understanding of ways to protect a computer from viruses.
- demonstrate a basic understanding of the impact of computers on society.
- use and understand basic computer terminology.
- utilize activities of FBL A as an integral component of course content & leadership development.

Student Evaluation

The grading system for the Business Department at Bullitt East High School is as follows:

Projects	*30%*
Classwork	*40%*
Homework/Quizzes	*20%*
Bell Ringers & Exit Slips	10%

Final Exam   **20%**

Classroom Expectations
1. Students will be required to pay a $10.00 class fee. Please see me if you have any questions or concerns.
2. Arrive to class on time and be seated at the workstation before the tardy bell rings.
3. ALL CELL PHONES WILL BE COLLECTED DAILY AND PICKED UP AT THE END OF CLASS.
4. Be ready and begin the bell ringer immediately.
5. Respect your classmates and teacher at all times.
6. Horseplay is not tolerated.
7. Keep personal items from touching equipment while in class.
8. Bags can be stored in the back of classrooms to keep from blocking the aisles
9. Do not stand on tables or chairs
10. Log on/off computers daily
11. Do not hinder others from learning
12. Do not touch any cable, wires, etc. – ask the teacher for assistance
13. Do not access the Internet without permission on desktops or Chromebooks
14. If equipment is not working properly, please inform the teacher immediately.
15. **Students are to <u>remain seated</u> until the teacher dismisses the class; not the BELL!**
16. **Do not line up at the door.**
17. Give your all, all the time!
18. Maintain your workstation
19. **Plagiarism or cheating of any sort is unacceptable and will be dealt with according to District Policy**
20. Be responsible for your actions
21. **No eating, drinking, cell phones, iPods, or other electronics permitted in the classroom**
22. **No food or drink (including gum)**
23. **Students are expected to work from bell to bell daily EVERYDAY!**

*Please note: Class expectations can be altered if necessary for student and teacher safety.

Class Requirements

Regular and prompt class attendance is an essential part of the educational experience. Students are responsible for obtaining any missed assignments. District policy states that students shall have the number of days absent, plus one, to make up work missed, unless time is allowed by the teacher. Students must request additional time needed in writing to teacher. **If a student is absent and grades have been entered – I will enter a 0 for the grade. However, when their makeup time has expired – the affected grade will be changed to reflect the status of the assignment missed.**

Homework will be assigned throughout the year and is expected to be completed. It will be collected at the beginning of class the day it is due. Students will not be able to turn in homework late unless they were absent.

It is YOUR responsibility to come after school to catch up on missed work from your absences. I will NOT re-teach the lesson during class time.

Online Expectations:

1. **Enter using your real name (attendance will be taken)**
2. **Be mature and respectful throughout the meeting**
3. **Keep your video camera turned ON**
4. **Mute your microphone when you are not talking**
5. **Speak up**
6. **No eating**
7. **Stay seated and present**
   a. **Use attentive body language and sit up**
8. **Leave the keyboard and other devices alone**
   a. **Use paper and pen to take notes**
   b. **No texting or other phone calls during the meeting**
9. **Dress appropriately**
   a. **Do not wear your PJs**
   b. **Put on an appropriate shirt**
   c. **No bedhead**
10. **Be aware of your surroundings**
    a. **No beds, messy rooms, or open closets**
    b. **Turn on lights**
    c. **Do not sit in front of a window**
    d. **Find a quiet location**
11. **Do not to share links to video meetings; do not record any meetings or any pre-recorded lecture videos; do not share any recordings of this course**

Do it, The Charger Way!

These are our school-wide expectations. All of our rules and procedures aligned with being Safe, Responsible, and Respectful. This is the language we will use to teach and reinforce these positive behaviors at school.

After reading this Syllabus, please return the signature page issued in class. THIS IS A GRADE! – DUE, Friday, August 12, 2022.