

## Digital Literacy

Mrs. Jillian Maher

Room CC2

[Jillian.maher2@boone.kyschools.us](mailto:Jillian.maher2@boone.kyschools.us)

Phone: (859)384-5040 x.15145

Website: [mahersclass.yolasite.com](http://mahersclass.yolasite.com)

Availability: 6<sup>th</sup> Period 1:45pm – 2:20pm

2:30pm – 3:00pm

### Course Expectations

You are expected to work, study, and collaborate in this classroom in a professional manner. We will use JAG SWAG to help be the best professionals through this course. These are by no means the limit of expectations, only the benchmark. Please remember all district and school rules apply to this classroom as well.

1. **Be Safe.** Absolutely NO food and drink in the lab. Remain in your seat throughout class. Do not block exits before, during or after class. Clean up the area around you before dismissal.
2. **Have Work Ethic.** Use your time in class from bell to bell. Work efficiently through slides, through notes, through classwork, ALWAYS!
3. **Be Accountable.** Enter the classroom prepared and be in your seat before the start. Turn in all assignments on time. Gather makeup work and complete in appropriate time. Ask questions and get help immediately.
4. **Give Respect.** You are only in charge of one person. Be the best person you can be. Treat others as you expect to be treated.

### Course Text

Vermaat, M. (2014). *Microsoft Office 2016: Introductory*. Cengage Learning.

The physical textbook is accessible within the classroom only. However, the textbook can be accessed from home, with a link provided later during class.

The course will extensively use the Microsoft Office package of software. All Kentucky Schools students are able to receive a free license to the software, if not already accessible at home. Please see the teacher for more details.

### Course Materials

The classroom this year will be designed as paperless as possible. All files will be retrievable online at the class Canvas website or on the network folder. Homework will be submitted in various formats (Canvas, Google Classroom, email, Google Drive, etc.). It may be nice to reserve a folder for occasional flyers and have your own reliable flash drive.

## **Grading**

An average of the four quarter grades accounts for 90% of your final grade. A final exam will account for the remaining 10% of your grade. For each quarter's grade, a point system will be used to determine grades. Each assignment will be given a point value depending upon the length and difficulty.

Tutorials – step by step instruction is participation	10 points
Coursework – projects, review	20 points
Study Guides and Tests	100 points
Writing prompt	100 points

## **Academic Integrity Policy**

Due to the high accessibility to online content in this course, you will be monitored daily for appropriate computer use. Coding a computer is just like hand-writing, it is unique to each individual. Turing in another author's code is strictly prohibited. Using the computers to access information during a test is prohibited as well. You can use page 34 in your Student Handbook in your Agenda to review the consequences.

## **Late Work Policy**

Being tardy in assignments can hinder the learning process. It is essential that you, the student, complete all assignments in a timely manner. However, late assignments will be accepted since the goal of this course is to attain mastery of content. Any late work is accepted at half credit.

There will be a final date of acceptance so grades may be posted in an appropriate time.

## **Absence Policy**

If you are absent, collect any missing assignments from the website. You are given the number of days you were absent to return missed work. You are still responsible for work due on the day you were absent, it is to be turned in the day of your return.

Credit on missed work is based on the type of absence and the amount of time taken to return the work. If the absence is excused, and the work is returned according to the amount of time missed, it will be accepted as full credit. If the absence is unexcused, the work is accepted for half credit. If you are absent for a unit test, quiz, or other assessment, you will have one week from your return to complete the assignment in your own time (before or after school).

## **Course Outline**

Each section in the course is intended to introduce the basics of Computer Science with progressively more complex languages, ending with the syntax and logic of the Java language.

**Course Components:**

The software program used will be Microsoft Office Suite. The course components and approximate time frames include:

Digital Citizenship	2 weeks
Word (Word Processing)	10 weeks
Excel (Spreadsheet)	10 weeks
Access (Database)	2 weeks
PowerPoint (Presentations)	4 weeks
Integrated Culminating Projects	2 weeks