



# Digital Information Technology (DIT)

*Syllabus 2017-2018*

DeLand High School Course #: 8207310

Teacher: **Ms. Blanchard** (Building -Room / 18-105)

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**Course Description:** This course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. *Emphasis is placed on developing proficient fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information based society.* Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards. Other areas of business including personal branding and social media will be covered.

**Course Objectives:** The student will be able to...

(CTE Standards)

- 01.0 Methods and strategies for using Florida Standards for grades 09-10 reading in Technical Subjects for student success in the program in which the BTE Core is associated.
- 02.0 Methods and strategies for using Florida Standards for grades 09-10 writing in Technical Subjects for student success in the program in which the BTE Core is associated.
- 03.0 Methods and strategies for using Florida Standards for grades 09-10 Mathematical Practices in Technical Subjects for student success in the program in which the BTE Core is associated.
- 04.0 Demonstrate knowledge, skill, and application of information systems to accomplish job objectives and enhance workplace performance.
- 05.0 Develop an awareness of microprocessors and digital computers.
- 06.0 Demonstrate an understanding of operating systems.
- 07.0 Use technology to enhance the effectiveness of communication skills utilizing word processing applications.
- 08.0 Use technology to enhance communication skills utilizing presentation applications.
- 09.0 Use technology to enhance the effectiveness of communication utilizing spreadsheet and database applications.
- 10.0 Use technology to enhance communication skills utilizing electronic mail.
- 11.0 Investigate individual assessment and job/career exploration and individual career planning that reflect the transition from school to work, lifelong learning, and personal and professional goals.
- 12.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- 13.0 Demonstrate competence using computer networks, internet and online databases to facilitate collaborative or individual learning and communication.
- 14.0 Demonstrate competence in page design applicable to the WWW.
- 15.0 Develop an awareness of emerging technologies.
- 16.0 Develop an awareness of computer languages and software applications.
- 17.0 Demonstrate comprehension and communication skills.

**Course Materials:** *Microsoft Office 2016 Suite*; Typing.com; Edmodo; various internet browsers/websites.

**Major Units – PROJECT based • Microsoft Office Word 2016 • Microsoft Office PowerPoint 2016 • Business Skills** (including resumes, cover letters, interviewing skills, etc.) • **Microsoft Office Excel 2016 - *Students will have the opportunity to earn a Microsoft Office Specialist certificate(s) and earn possible college credit at no cost*** • Web Basics and HTML

## Classroom Expectations, Procedures, Rules

- Follow directions the first time
  - Keep hands, feet, and objects to yourself (**Personal Space**)
  - Ask before borrowing materials or printing to the printer
  - Follow ALL school policies
  - Be respectful and professional to your teachers, peers, and to yourself
  - Food or drinks NOT allowed at computer tables (NO chewing gum)
  - All students are expected to come to class prepared (writing implements and paper)
  - Sit in your assigned seat
  - Backpacks, non-class books, electronic devices, etc. are to be placed in the designated location and will remain there during the entire class
  - Check your computer equipment at the beginning and end of each class o If there are any problems, bring it to my attention as soon as possible. Headphones are only used when assigned. (Students may provide their own.)
  - **ONLY use the computer programs or web sites assigned for the day - Online or other games, miscellaneous videos, or web sites, etc., are NOT part of the curriculum**
  - The Code of Student Conduct and Discipline is in effect at all times, *especially the Computer and Internet Access policy.*
  - All classroom computers, mouse/keyboards, printers, computer tables, or any other furniture or equipment in the classroom will be kept in the same condition or better as found at the beginning of the year.
  - Any and all computer properties and setup attributes are to remain the same for all classroom computers.
  - Students are responsible for remembering all of the usernames and passwords required for this class - Students are expected to follow the guidelines given in class for creating usernames and passwords.
  - You will be directed where to save your computer work - Students are responsible for saving their work correctly. Incorrectly saved work may be deleted and it is the student's responsibility to re-do the work.
- Distribution of materials/paper - pass from right side of row to left side
- Fire Drills – in a calm, orderly manner proceed out classroom door, turn left and exit building, turn left at bus area and proceed to softball field – REMAIN together – attendance taken during drill and when return to classroom
- **3 bathroom passes per 9 weeks.** Plan trips to the bathroom between classes and during lunch whenever possible. Cell phones and other electronics are to remain in the classroom while you visit the bathroom. Bathroom passes will be written AFTER instructional time. Student will sign out and in when they return. Log is located on teacher desk. Return the pass.
  - **10/10 RULE - Students will remain in the classroom during the first ten or last ten minutes of class.**

• **Remain in your seat until the dismissal bell rings and teacher dismisses class.** (Students are not allowed to stay in class after bell to complete assignments/tests - must make arrangements to finish at another time/during lunch or after school, when tutoring is available.)

- At dismissal – students must log off computer (check to be sure logged off Office first / 6<sup>th</sup> period students will shut down computer)
- Please push in chair and return any materials to proper place

**\*Consequences for not following Expectations, Procedures, Rules Depending on the infraction, possible consequences are: Warning - Phone call home - Referral**

- Confiscation of offending item
- Seat change

**During class time:**

**Raise hand to indicate question**

**Raise pointer finger to use restroom**

## **Code of Ethics**

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. *The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of their own work.* **NO PLAGERISM!!** Cheating Giving or receiving assistance on an exam/quiz/etc. will not be tolerated, and will result in a grade of zero on the assignment and possible disciplinary action.

## **DHS TARDY Policy**

**First Tardy is a Warning. Second Tardy is a call Home. Multiple tardies will result in calls home and referral.**

**Phone & Electronic Device Policy** • Students will be expected to follow the district phone and electronic device policy.

**\*At NO time is a phone or electronic device to be turned on or out in the classroom.**

Phones or electronic devices are subject to confiscation after a warning, and referral.

## **Absences/Late Work/Remediation**

- It is up to the student to see the teacher on the day they return from an absence (most lessons and work are also available on the Edmodo website).
- Students with excused absences will have extra time to complete missing assignments (equivalent to the number of days they were absent immediately following the return to school). Students will NOT have time during class to make up missing work as they are expected to do the current assignment. ***Students may use lunch time or after school to make up work.***
- Class attendance is necessary for you to meet the requirements of this class and obtain the required knowledge and skills of multimedia.
- If a student is falling behind for any reason, it is up to them to seek extra help or extra time at either lunch or after school.

**Grading Policy** *Please refer to the student handbook for grading scale.* All assignments are graded in a timely manner and grades are accessible through Gradebook. Students and Parents are encouraged to check Gradebook REGULARLY for their current status. Parent notification (email, telephone call) will be made for students in jeopardy of failing; HOWEVER, I encourage you to be proactive and keep track of your daily progress in Gradebook.

**Teacher's Authority to Override Final Grade:** *A teacher may override the final grade if a student's overall performance warrants it.* Before the grade override is finalized, the teacher must notify the parent/guardian concerning the student's performance if the override may result in a lower final grade. The teacher may issue a failing grade override based on the student's overall performance only with the approval of the principal. This refers to the final grade of the grading period, or the final grade for the course.

**Late/Make-up Policy • *Assignments are due on specified dates.*** Work must be submitted in the correct manner to receive credit (sent to Edmodo or placed in your class assignment area).

- Extra class time will not be given for make-up work; use lunch and/or after school.

- **Formative late work** will only be accepted within 3 days of the assignment due date. All unexcused late work is subject to penalties (points may be deducted). **Formative work submitted after 3 days late has a maximum value of 50%.**

- **Summative late work** will only be accepted within 5 days of the assignment due date- unless preapproved. All unexcused late work is subject to penalties (points may be deducted). **Summative work submitted after 5 school days late has a maximum value of 50%.**

### **Class Requirements**

Pen (blue or black ink only) or pencil - Three ring binder with paper - Folder

#### **\*SUPPLIES needed throughout the school year**

- White Copy Paper- 8 ½ x 11
- Notebook Paper
- Facial Tissue
- **Instant Hand Sanitizer/Clorox Disinfecting Wipes**

**Computer Use Rules** Computers are provided for student use to further the educational goals of the district. To ensure students benefit from computer technology, they will adhere to the following guidelines, as well as those specified in School Board Policy 518 and other district policies and procedures governing student conduct.

1. **Students will only use programs and devices as authorized by the teacher.**
2. **Students will not install or download from the Internet any software, including games, on any computers at school.**
3. **Students will not make any changes to desktop setting or to programs.**
4. Students will save their files to removable device unless advised otherwise by the teacher.
5. Student should exercise reasonable care to ensure any computers or computing devices (USB, memory stick, mobile devices) are virus free and do not contain unauthorized or inappropriate file.
6. Students may use the Internet for only curriculum research and projects assigned by the teacher. No browsing the Internet for recreational purposes is allowed. Any inappropriate material inadvertently accessed should be reported to a teacher.
7. Students shall not visit non-district supported chat room so use instant message without permission and direction from the teacher.
8. Student will use district-supported technologies, including, but not limited to, online resources (e.g., wikis, blogs, online collaborative environments, etc.) for educational use only, with permission and at the direction from the teacher.
9. Students shall not give out personal information about themselves or others; this includes any demographic information such as physical address, full name, account name/sign-on and/or passwords.
10. Students will immediately notify the teacher if malfunctions occurring any computer, peripheral, or software. Any tampering with hardware, peripheral devices, or software will be considered vandalism and will be handled accordingly.

***The use of computers is a privilege and not a right. Failure to follow these guidelines may result in the loss of access to the network or other disciplinary action.***



**Please contact Ms. Blanchard if you have any questions or concerns.  
I look forward to working with you and let's have a terrific year!**

**PLEASE COMPLETE, PRINT AND RETURN THIS FORM**  
**TO MS. BLANCHARD**

Parents/Guardians and students are required to sign this form below. *My signature acknowledges that I have read and understand the Digital Information Technology syllabus outlined above and agree to comply with the classroom expectations, procedures and rules.*

Student Name (Please Print): \_\_\_\_\_

\_\_\_\_\_ Last Name First Name MI

Class Period: \_\_\_\_ Alpha \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date:

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