Digital Literacy
Mrs. Andrea Shively
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Welcome to Digital Literacy. The Career and Technical Education department believes that you will find this class very valuable as you master the skills incorporated in the curriculum. Skills learned here will transfer to the working world, the college world, the business world, and to the MOS class here at Cooper High School.

Class Requirements:
1. Students should bring a writing utensil, pen or pencil to class every day.
2. Bring one box of tissues.
3. A flash drive is recommended.
4. All students will be required to take the final exam-as required by the Boone County Board of Education, unless authorized by school administration.
5. **Attendance is very important!** All assignments are done on the computer and therefore it is important for you to be here every day. Absences will reflect your grade.

Class SWAG:
1. Be accountable by being on time to class and come to class prepared.
2. Have work ethic. Late work will not be accepted, work will be turned into Canvas and/or on the Mindtap website.
3. Give respect to any visitors, fellow students, all school property, and myself.
4. Give respect to equipment -Gum, food, and drink are not permitted in computer lab. Computer equipment needs to be treated with the utmost of care.
5. Be Accountable -Please READ AND UNDERSTAND your acceptable technology use policy.
6. Be Accountable – No cell phones in the classroom or plugged into computers.

Make-up Procedures:
If a student has an excused absence he/she will be permitted to make up any work missed. The student is responsible for obtaining missed work. Those who need to come in before or after school will need to check with the instructor for a time when you can make up your work. The time allowed for make up work is two days. Make up work will need to be completed at school or by using a flash drive and checking out a textbook. According to school board policy, an unexcused absence (including suspension) requires grades for missed work to be recorded as a zero. Please do not ask for an exception.

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

Grading Policy:
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
Class work – projects, review	20 points
Study Guides and Tests	100 points
Writing prompt	100 points
Final Exam	10% of final grade

Other Information:
- At the conclusion of this course if you have maintained an 87% average you will be readily prepared to continue your work by taking the MOS class in the next school year. The MOS class is an advanced class and is indexed .04. The MOS class will prepare you and give you opportunities to take the Microsoft exams to be certified in each component, many businesses require certification for employment as well as colleges will recognize certification as course work. Many colleges now require certification before taking certain classes.

- By joining and participating in FBLA (Future Business Leaders of America) you can earn extra credit. FBLA promotes co-curricular activities, community service, leadership skills and business skills. You can join for only $10 and compete in regional, state and national competitions. All students will be participating in FBLA projects during class.

<u>Please return this sheet to class.</u>

<u>Teacher Statement:</u>
This class is a fun and interesting class to instruct. I feel that each student will learn different projects that enhance skills in many areas. We will be completing many different kinds of projects that will diversify our level of thinking. I hope you enjoy learning as much as I enjoy teaching. Thank you!
Mrs. Shively

<u>To student: Read and sign.</u>
I have read the class requirements, procedures, and rules for this class. By signing this agreement, I understand the expectations of this class. I will strive to meet all guidelines, and I understand the consequences.

_____   _____
Print student name   student signature

<u>To the parent/guardian:</u> Please read the class requirements, procedures and general guidelines for your son or daughter. If you have any questions please contact me during the school year at 859-384-5040 or email me at andrea.shively@boone.kyschools.us

_____   _____
Print parent name   parent signature

If you would like me to contact you concerning any class details please provide your email address:

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