Digital Literacy Class (formally CTA)

Mrs. Franks

E-mail: kristen.franks@boone.kyschools.us

School phone: 384-5040

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Welcome to Digital Literacy Class. I believe that you will find this class very valuable as you master the skills incorporated in the curriculum. Skills learned will transfer to the working world, the college world, the business world, and to the MOS (Microsoft Office Specialist) class offered here at Cooper High School. With your sincere efforts, I know you will have a successful year.

**Course Overview:**

The software program used will be the Microsoft Office Suite. The course components include:

* Introduction to Technology and Digital Citizenship Review
* Introduction to MS Office and the Internet
* Word (Word Processing)
* Excel (Spreadsheet)
* Access (Database)
* PowerPoint (Presentations)
* MS Publisher (Publishing)
* Integrated Culminating Projects/Writing Pieces

**Class Requirements:**

1. Students must have a school computer account and email.
2. Students are expected to follow the ATUP guidelines at all times.
3. Students are expected to work on assignments everyday in class.
4. All students will be required to take the Fall Semester Exam and End of Course Final Exam-as required by the Boone County Board of Education, unless authorized by school administration.
5. **Attendance is very important!** All assignments are completed on the computer in class every day. Therefore, it is imperative for you to be present every day. Absences will certainly reflect your grade.

**Classroom Procedures:**

**Students will…**

1. Come to class on time, pickup assigned textbook, and log-in.
2. Check for daily assignment and listen to teacher for additional directions.
3. Stay on task.
4. Log off computers, clean work station area and push in chairs before leaving lab.

**Show SWAG in Class:**

*Be Safe*

\* Get to your seat promptly & have work space ready

\* No Horseplay

\* Keep food and drink out of labs

*Show Work Ethic*

\* Meet deadlines

\* Use time wisely

*Be Accountable*

\* Bring required materials

\* Use personal device when directed by teacher

\* Cleanup workstation

*Give Respect*

\* Use appropriate language and volume

\* Follow teacher directions promptly

\* Respect classmates and guests

Students who demonstrate SWAG will be recognized by receiving Jag Swag tickets

**Class Rules:**

1. Any student who is tardy must obtain an admit slip before coming to class.
2. Come to class prepared to work.
3. Respect peers, teachers, administrators and visitors, and school property.
4. Food and drink are not permitted in computer lab. Water bottles must be placed on black filing cabinet by door.
5. Absolutely no mishandling of computers hardware or software. If damage occurs, disciplinary action will be taken immediately.
6. No misuse of the Internet. The Internet will only be used to facilitate the instruction of this course. **If a student loses computer privileges because of an ATUP violation, the student will receive zeros for each day privileges are revoked.**

**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.

* On Task/Class Participation Grade
	+ If a student chooses to be off task, class participation points will be deducted. Late assignments will not be accepted if a student chooses not to do the daily work.
* Class work –exit slips, flashbacks, reviews, etc.
* Group Projects/Assignments
* Individual Projects/Assignments
* Quizzes
* Tests
* Writing Pieces
* Fall Semester Exam and End of Course Final Exam

**Homework/Make up Work Policy:**

Due to the nature of the course, significant emphasis is placed on good attendance. A great deal of material must be covered in this course, so we move at a fairly fast pace. Furthermore, software, computers, and books are required for daily work; therefore, assignments are unable to be completed at home. If a student is absent or falls behind in class, it is *the student’s responsibility* to seek help right away - rather than waiting until it is too difficult to catch up. If a student has an excused absence, he or she will be permitted to make-up any work missed for full credit. **The time allowed for make-up work is 2 days for each excused absence; after that time, the grade will change to a zero.** Unexcused absences will result in reduced or no credit.

![C:\Documents and Settings\kfranks\Local Settings\Temporary Internet Files\Content.IE5\9DZZNAEJ\MCj04413610000[1].png]()

**EXTRA CREDIT:** Interested in earning extra credit? Join FBLA (Future Business Leaders of America) and receive 20 extra credit points. This is a great club for you to develop leadership skills. See Mrs. Abdon for more details! She is located in room 412 after school.

***\*Note: the computer lab will be videotaped periodically for educational purposes.***

***Please complete this form and return it by: Wednesday, August 20, 2014***

**To Student: Read and sign.**

*I have read the class requirements, procedures, and rules s 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.*

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 Print Student Name Student Signature

**To the Parent/Guardian:** Please read the class requirements, procedures, and general guidelines for your son/daughter. If you have any questions, please contact me during the school year at 384-5040 or email me at kristen.franks@boone.kyschools.us.

 Best Regards,

 Mrs. Kristen Franks

*I have read the contract and guidelines for my son/daughter and understand them. I will be available for contact if necessary at the following phone number or email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .*

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 **Signature of Parent/Guardian**