

Course Syllabus for Digital Information Technology

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 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. After successful completion of this core course, students will have met Occupational Completion Point A, Information Technology Assistant - SOC Code 15-1151.

Course Requirements: This course is totally on-line and paper free. All research is done on line and you should use at least 3 unrelated sources for every project. The topic will be provided as part of the assignment based on the Certification you are seeking. All work is turned in by flash drive and you must present your final project each time. All forms will be provided to you through Google Classroom. You must also use the tutorials for Industry Certification in Adobe according to your individual learning plan. You are required to have complete Practice Tests and trainings on G-metrix online. Once, you are scoring high enough on the G-metrix Practice Tests we will use Certiport to take the actual Industry Certification test.

Grading: We use the Grading Rubric which is provided for you and the county Grading Scale of:

90-100 A

80-89 B

70- 79 C

60-69 D

59-0 F

There will be a certain number of assignments required for each quarter, based on the Certification you are working toward. The assignments will have a due date, in which grades will be entered. If you have not completed and presented that assignment, by the due date, 0% will be added to your grade. There is no work counted as late, but if the required assignments are not in by the end of the quarter, your grade will reflect what has not been completed. All assignments may be turned in early.

Since, this is a Career Class, you are expected to behave in a professional manner and follow all county and school policies and procedures according to the Student Code of Conduct. We do issue detentions when needed and you will have a week, to serve the detention. We also call the parents to let them know a detention has been issued.

Supplies: You will need a USB storage device, at least 8gig. A class use USB can be borrowed to turn in assignments.

Let's make this a Great Year!