

PLEASE NOTE: ALL STUDENTS ARE REQUIRED TO ACCESS: SCHOOL WIRE (FOR ASSIGNMENTS) AND FOCUS (FOR GRADES)

COURSE OUTLINE

Instructor: Mrs. Jacqueline Green, 617-5700, ext. 2350

DIGITAL INFORMATION TECHNOLOGY

(Microsoft Office Certification) – Revised 2019-2020

Course Credit: 1

Course Number: 82073100

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 Lastly, students will be afforded the opportunity to obtain MOS Certification to become Microsoft Office Specialist which is highly recognized in today business industry.

Materials/Software used in this course: *Typing Club Program, *Internet, *Microsoft Office Suite 2016, Gmetrix (certification training program) and Console 8 (Certification Exam Program)

***Grading Scale**

100 - 90 = A

89 – 80 = B

79 - 70 = C

69 - 60 = D

59 - 0 = F

Approximately 1st thru. 4th week of the 1st 9 weeks: Typing Program: Develop/demonstrate proficiency with touch keyboarding. TIMED ASSESSMENTS WILL BE GIVEN AFTER EACH UNIT. Students will be given a **certain amount of time to complete** (type) each review lesson. The grading scale will be as follows:

A =100 if student completes assignment on or before specified time

B =89 if student completes assignment within 1 min. after specified time

C =79 if student completes assignment on/before 2 min. expires

D =69 if student completes assignment on/before 3 min. expires

F =59 if student completes assignment after 3 min. expires.

Students will be given plenty of practice before review assignments are given. Other assignments will be given during the 4 week period along with test.

5th thru 8th week of the 1st 9 weeks (approximately), and 2nd, 3rd and 4th 9 weeks Grades will be based on the GMetrix Program for Microsoft Office Certification (word, power point, outlook, excel, and possibly access) and supplemental projects:

✓ Daily assignments(DA), ✓Timed Writings (TW), ✓Test/Project

✓Precertification Exam

SEMESTER EXAM EXEMPTION REQUIREMENT FOR THIS CLASS:

- Must take and pass (70% or better) “MS WORD” Certification Exam FIRST SEMESTER
- Must take and pass (70% or better) “MS EXCEL AND POWERPOINT” Certification Exams SECOND SEMESTER
- Must earn an “A” each 9 weeks grading period

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- Must not exceed unexcused 4 tardies, lates or absences per 9 weeks grading period
- Must meet all other school exam exemption requirements

IMPORTANT TO NOTE: For each CE you pass, you will earn additional points to your percentage final grade average for that particular 9 weeks grade. For example: If you pass the CE with 70-79 = 7 added pts, 80-89 = 8 added pts, 90-99 = 9 added pts, 100 = 10 added pts.

***Note:** If **absent on the “due date” of a TEST or DAILY ASSIGNMENT**, you will have the same number of days to make up your assignment as the days you were absent. (Example: If you are absent 1 day, you will have 1 day to makeup whatever you missed)

***Note:** Make-up work/test can be completed during lunch (Mon, Wed. and Thurs); 7 period (Wed and Thurs.) and/or during class time (only if time permits). **(PLEASE NOTE: WORK CAN NOT BE MADE UP “DURING ANOTHER CLASS PERIOD”.)** WHEN ENTERING CLASS (before and/or after school) ON THE DESIGNATED DATES AND TIMES TO MAKEUP MISSED WORK, **YOU MUST SIGN IN.**

Academic integrity violations (AUTOMATIC DISQUALIFY TO EXEMPT EXAMS) can include plagiarism, cheating, and unauthorized group work on any assignment, project, or test. If a student is caught the following will occur:

- The student will receive an F with zero credit.
- The citizenship grade will be lowered for the grading period.
- A notice will be recorded with the guidance office.

Any occurrence of academic dishonesty may be reported by the guidance office on college admissions applications.

Each 9 weeks Grade will be based on the following:

DA/Training -30% Tests/Projects- 30% TW Test -10% Precerti. Exam -30%

TOTAL: 100%



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