

Digital Information Technology
The Villages Charter School
2020-2021

Instructor Info:

Mr. Jamie LaCourse, MSMOB

E-mail: jamie.lacourse@tvcs.org

Phone: 352-259-3777 x 1115

Room Number: 115

Course Resources/materials needed: You must have access to the Internet outside of the normal class meeting time, which may include, home, public library, before school or after school in the media center. Each student will be able to access the Google Classroom, the student will use it to study, homework, and content activities.

Course Description: This course is designed to provide a basic overview of current business and information 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 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.

The Nature of a Blended Learning Class: The Digital Information Technology course utilizes both an online and in-class model. The vast majority of work is completed online. Students will use Google Classroom for other courses; however in Digital Information Technology it is used as the main learning platform and work center.

Bell Work: Each class will begin with a bell-work assignment, activity, or discussion. These activities will span content from previous day's work, prepare for upcoming vocabulary quizzes, or introduce new topics. In many instances, Bell Ringers are review quiz questions that measure retained understanding from past lessons. Students that are absent or tardy will not earn bell-work points for that day.

Papers: Each grading quarter there will be a short paper due that will be graded along the common core rubric. The topic will be provided, however if students are very interested in a

certain topic that is related to Digital Information Technology, they can complete their paper upon approval. Each paper will be at least two pages in length, Times New Roman, double-spaced, and have a Reference Page using APA citation, which we will review in class. The paper must follow a traditional essay format, having an introduction, body, and conclusion as well as proper grammar, spelling, and organization.

Vocabulary Quizzes: There will be a vocabulary quiz on the key terms contained in the shared notes, lecture and discussions.

Exams: Exams may include multiple choice, short answer, essay, and analysis and synthesis. There will be a note review before each exam. Students that miss exams will need to make arrangements to make up the work.

Course Grading Policy:

General Expectations: All graded work, regardless of perceived importance, must have proper punctuation, spelling, and capitalization.

Projects: If the student is absent on the assigned due date then project must be turned in to me upon return (unless previous arrangements have been made). Late assignments will be reduced 10% for each day late after the due date. **For students who have been sick, or on school-based activities; will be given an extra day plus the number of days absent.**

Presentations: Students must present on the date they are assigned in order to receive credit. If student has an excused absence they must present the following day to receive credit. If it is for a school activity, students must make arrangements with the teacher prior to the event to present in order to receive full credit.

It is the student's responsibility to make up late or missing work due to absences. Students that miss exams or presentations must make arrangements to come in before or after school to complete.