

Digital Applications

Mrs. Painter, Room #B104
Email: painter.dl@augusta.k12.va.us

Course Description

Suggested Grade Level: 9 - 12

This course is designed for secondary school students to develop real-life, outcome-driven approach skills for digital citizenship, basic computer operations, keyboarding, application software (word processing, spreadsheets, multimedia applications, databases), and career exploration. This course promotes skills that can be applied across the curriculum and offers preparation relevant to 21st century skills and postsecondary education. Students who successfully complete this course may be eligible for a rigorous and relevant industry certification examination. Student skills may be enhanced by participation in work-based learning activities and/or the Future Business Leaders of America (FBLA).

Effective with the 2018-2019 school year, the name of this course is Digital Applications. In addition to the name change, all essential competencies from Keyboarding Secondary (6151), Keyboarding Applications (6153/6152), and Word Processing (6626/6625) are included in Digital Applications.

Required Courses & Material

- A 3 Ring notebook (view window cover) in which to take notes and keep handouts. Notebook will serve as a reference manual.
- Pen and Pencil

Course Objectives

- Implementing Virginia's CTE Course Requirements
- Understanding the Role of Business in a Global Economy
- Exploring the Core Concepts of Business
- Investigating Technological Trends in Business
- Developing Communication and Interpersonal Skills
- Developing Employability Skill

Industry Certifications

- Microsoft Office Specialist (MOS) Examinations (Power Point, Word, Excel, Word Expert, Excel Expert)
- Workplace Readiness Skills for the Commonwealth Examination

Make-Up Policy

Homework

If a student misses class because of an absence on a day that classwork is due, the assignment is due the first day the student returns to school. All assignments may be made up due to an absence, excused or unexcused. Students have **THREE** days to turn in an assignment that was missed due to an absence. It is the student's responsibility to contact me and request any assignments missed during an absence. Students may contact me before or after class or before or after school, **NOT** during instructional time.

Tests and Quizzes

Quizzes missed due to an excused absence must be made up within 5 school days of the students return to school. It is the student's responsibility to contact the teacher and set up a time to take a quiz or test outside of the normal classroom time. Make-up Quizzes will not be given during regularly scheduled classroom time.

Availability

I am flexible in terms of when quizzes and test can be made up outside of regular classroom time. Students may take quizzes or tests before school from 7:45 am – 8:15 am or on certain days after school. Students may also take tests or quizzes during regularly scheduled Enrichment Days or during Gladiator Block.

Grading System

Major Grades - Unit Tests	50 %
Minor Grades - Quizzes / Classwork / Current Events/Class Discussions	40 %
Class Participation/Daily Logs	10 %

Grading Scale

A+	98-100	B+	88-89	C+	78-79	D+	68-69	F	Below 0-59
A	92-97	B	82-87	C	72-77	D	62-67		
A-	90-91	B-	80-81	C-	70-71	D-	60-61		

Semester and final course letter grades will be composited based on the numeric average of the marking periods and exams in that term. In courses that bear a high school credit, the final grade for a semester will be weighted so that 80% of the grade comes from the marking period average and 20% comes from the exam.

Class Structure

Quizzes and Unit Tests

Students will be given announced, quizzes and end of unit, tests. Quizzes are meant for students to assess their knowledge of each topic and help students in their studying. Quizzes will make up 40% of the students' overall grades for the semester, unit tests will make up of 50% of the students' overall grade. Each student is given **ONE** attempt at the online quizzes/tests. If the student returns to the quiz/test and attempts to correct questions with the hopes of improving their grade will be considered cheating and will receive a **ZERO** for the quiz/test.

Final Exam

In non-SOL Test Courses, students **may** be exempt from any final examination if they meet the attendance requirement of 5 missed classes or less and have an average of 89.5% or above.

Research Projects with Presentations

50% of each student's final grade will be comprised of Research Projects/Presentation grades. Students will receive ample time to complete all projects in class. If the Research Project is not completed by expected due date, it is considered **LATE**. There may be a deduction in your grade for turning in late work.

Current Events

Business and Finance are rapidly changing fields of study. Understanding the changing environment in the country and in the world is equally important to knowing Accounting and Business procedures. Students can only be successful when they are using their knowledge of Finance and Business and applying it to the modern economic environment.

Every class will begin with a short discussion of current events in the fields of Business and Accounting. Students are expected to maintain a basic knowledge of current events in these fields. The most efficient way to do so is by

watching the news and reading headlines from appropriate websites. I have listed a few below to help guide each student's initial research.

Helpful Resources – all listed online in Canvas:

Foxbusiness.com

CNNMoney.com

WSJ.com (Wall Street Journal)

NewsLeader.com (Local newspaper)

WashingtonPost.com/Business

Investopedia

www.businessweek.com

www.forbes.com/business

www.marketwatch.com

www.Bloomberg.com

www.newyorkstockexchange.com

www.investopedia.com

Class Work

40% of each student's final grade will be comprised of class work grades. All class work will be graded. Students will receive ample time to complete all assignments in class, they are due at the **END** of each class period (unless specifically stated by me). If the classwork is not completed, it is considered **LATE**. There may be a deduction in your grade for turning in late work, or given a grade zero/F if not completed. You must discuss a plan to get it completed with me in order to receive credit. You must notify me via email when you submit missing or late work.. If you have three missing assignments or 1 missing quiz or test you will receive an "I" incomplete for the grading period.

Classroom Participation

Classroom Participation will be judged solely on the student's willingness to follow the classroom policies that are outlined later in this syllabus. Failure to participate will result in participation points being deducted. You lose participation points for not working in class, tardy to class, having your head down, working on other class work (without permission), going to unauthorized websites, being disruptive, cell phone use. Cell phones will be collected and turned into Administration per School Rules.

Progress Reports

The semester is now divided into two (2) nine (9) weeks sections. Students will be issued a Progress Report every 4 ½ weeks. If a student or parent has a question or would like clarification about anything presented on a Progress Report please let me know before or after class, during my planning period, before or after school or through email. I will gladly provide further information about a student's grade. Every Monday Students will log into Infinite Campus and log their current grade and any missing work. If you turn in late or missing work, you must notify me via email that the assignment is now uploaded.

Tardiness

Students are considered tardy from class if they are not **in their seats** when the bell rings. Tardiness will be punished according to school policy. Any questions should be answered within the Riverheads High School Student Manual.

Classroom Policies

- Students should be **RESPECTFUL** at all times. Students should be respectful to me, substitute teachers, their fellow students and themselves. (We will maintain a quiet room for each other and our neighboring classes)
- Students should be **HONEST** at all times. All work must be that of the student unless the assignment specifically states otherwise. Dishonesty, in any form, will not be tolerated.
- Students will always be held **RESPONSIBLE** for their actions. Including within the classroom, study habits, and homework completion and effort. All grades will be **EARNED**, not given. Late work will **only** be accepted with prior approval from me.
- Students should **PARTICIPATE** in class. Students should freely ask questions and contribute to daily discussions. Part of participation is completing assignments on time to ensure that you are knowledgeable about each discussion.

- It is important that students **COMMUNICATE** with me. Remember, **you are responsible for your learning**. When you don't understand - it is your responsibility to ask for clarification. Every student has different strengths and needs. It is important to let me know if you need help or have a question, when you are going to miss class, or when you need something altered from the typical classroom assignments or responsibility. I am eager to work with every student that asks for help.
 - *The best way to contact me is via email. I regularly check email at home as well as during school hours. If you have a question about anything please do not hesitate to email me even if it is late at night. I try very hard to be prompt in my responses via email.*

Classroom Management

Students that do not abide by the previously stated rules will be subject to the following punishment to ensure proper behavior in the future. The punishments may **not** be sequential based on the student's actions.

- **Warning:** Students will be notified that their behavior falls outside the acceptable classroom policies.
- **Seat Moved:** Students will be moved in an attempt to help the student understand class policies. Next step is possible detention or sent to the office. Your parents will be notified that you received detention.
- **Referral to the Principal:** If the previous steps are taken and the student continues to refuse to behave within the parameters of the Classroom Policies, Administration will be consulted. Your parents will be notified that you received a Referral to the Principals' Office.

Fire Drills

Main EXIT ROUTE: During Fire Drills students are to quietly and orderly exit classroom #B104, turn **RIGHT**, walk down the hallway, and turn **RIGHT** at the next set of double doors to exit the building. Students should gather on the sidewalk near the yellow cross walk and wait for attendance to be taken. There is **NO TALKING** during any Fire Drills or any emergency situations.

PLAN B: If our main exit route is blocked, we will exit classroom #B104, turn B, walk down the hall past the cafeteria, turn RIGHT beside the stairwell and exit to the Ag Building.

Industry Certification

Each student will be given the Microsoft Office Specialist—MOS test in Power Point, Word or Excel, Word Expert, Excel Expert. Taking this class will help prepare you for future classes at RHS, employment in virtually any business. You will explore your career choices in this class. DOE expect students to pass at least 2 of the Microsoft Office Specialist test.

The Augusta County School Board does not discriminate on the basis of race, color, national origin, religion, age, disability, or gender in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquires regarding non-discrimination policies:

Title IX Coordinator
Jill Martin
Director of Personnel
PO Box 960
18 Government Center Lane
Verona, VA 24482
(540) 245-5107

Section 504 Coordinator
Douglas W. Shifflett, Jr., Ed.D.
Asst. Superintendent for Administration
PO Box 960
18 Government Center Lane
Verona, VA 24482
(540) 245-5108