

Digital Literacy

Course Syllabus

Course Overview: This semester long class meets every other day. Students will gain experience in the following areas:

- ◆ Microsoft Office (Word, Publisher, PowerPoint, and Excel)
- ◆ Google Docs, Drive and Gmail
- ◆ Introduction to Computer Programming
- ◆ Copyright and Fair Use
- ◆ Internet Safety

Grades:

Each assignment will have a specific point value. Grades are based on the following items:

1. Assignments
2. Projects
3. Effort/Participation

Expectations:

1. Take Responsibility for Your Choices
2. Respect Yourself
3. Respect Others and the Property of Others

Class Rules:

1. NO food or drinks in the computer lab
2. Follow directions
3. Keep hands, feet, and objects to yourself
4. Treat computers with care

Assignments:

Students will be given various tasks to complete. Students are expected to complete each assignment in a timely manner and submit it properly to the [Digital Literacy Website](#).

This class is designed to be homework free. If students use class time effectively, there will be sufficient time to complete projects in class.

Make Up & Late Work

It is the student's responsibility to find out what was missed while absent. Students will be given an opportunity to make up work from absences or if they have fallen behind. However, this time might be during lunch or after school depending on the assignment and length of absence.

Extra Time in Class:

Students finish projects and activities at different times. Therefore, students may have spare time. This time can be used to complete the "Extra Activities" found on the Weebly website. See your teacher if you have any questions.

**You get out of this class
what you put into it.**

**Ask for help
when you need it!**

**"We can't blame the
technology when we make mistakes."**

Tim Berners-Lee