

## STOUGHTON HIGH SCHOOL

### **Digital Foundations**

Course No. 6913 – C

Diploma Points: 1.25

***Instructor: Mr. Bechet***

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### **Prerequisites**

None

### **Course Description**

This course is designed to orient students to essential skills that will guide them in their use of technology and prepare them for post-secondary education and a career. Students will build a foundation of skills, which they can apply throughout their high school years. Students will develop communication skills through the introduction of school email and Google Docs, and develop public speaking skills through the use of software and web-based applications. In addition, students will begin to create and develop a digital portfolio as a means for communicating strengths and accomplishments, which can later be used in support of application to college and/or for employment opportunities. Students will engage in digital citizenship activities that will reinforce digital ethics, effective social media use and email etiquette. *This course meets every day for one term.*

### **Instructional Materials**

Microsoft Office: Word, PowerPoint, Excel, Tutorial Documents

Google Docs Tutorial Documents

Weebly Tutorial Documents

### **Required Texts**

Microsoft Office: 2010 Essential, Shelly Cashman Series, 2011 Course Technology

### **Required Materials**

All students will maintain their work in a file on the Google drive and/or on a Flash Drive. Students will bring their planner books to class daily to maintain due dates for assigned class work and/or homework.

## **Class Rules**

- ☐ Respect for the teacher as well as each other must exist in the classroom.
- ☐ Come to class prepared with a pen or pencil, notebook, student planner book and completed assignments. Textbooks will be available during class.
- ☐ Stay in your assigned seat unless the teacher advises otherwise.
- ☐ Computers are only to be used as instructed by the teacher. Unauthorized or inappropriate use will not be accepted as per the Internet Use Policy in the Student Handbook.
- ☐ Students are required to check their First Class school email accounts on a daily basis while in school and at least every other day while out of school.
- ☐ Students are expected to arrive on time for class. If you are tardy to class without a pass, you will be required to make up the time after school that day.
- ☐ Refer to the Student Planner for the following rules:
  - ❖ Code of Students Conduct
  - ❖ Discipline and Consequences, Levels of Discipline

An *Incident Report Form* will be filed with Stoughton High School when students are in violation of the code of student conduct.

After school teacher sessions may be used to discuss your behavior. If you fail to report for this session, you may be assigned to an extended session, suspension, and may be required to serve the assigned session and/or have a conference with the teacher.

## **Grading Policy**

Student grades will be determined from classwork, quizzes, projects, and class performance/participation. Students will be notified of any changes to the grading policy.

Classwork	30%
Quizzes	25%
Projects	25%
Class Performance/ Participation	20%

## **Attendance Policy**

Refer to Attendance Policy of Stoughton High School student planner.

## **Topic Outline**

- Communication & Collaboration: Google Docs, Common Sense Media and the fundamentals of Netiquette
- Developing an Eportfolio: An individual website that highlights a student's best work
- Digital Ethics: Students will work on assignments focused on improving their understanding of ethics
- Word: Creating, Formatting, and Editing a Word Document with Pictures
- Power Point: Creating & Editing a Presentation with Clip Art
- Excel: Creating a Worksheet and an Embedded Chart

## **Communication & Collaboration**

1. Students will create a document and attach it to an email sent via Google docs.
1. Students will organize their workspace for each class into separate folders.
2. Students will upload a document to their first class file storage.
3. Students will create calendar events using a mobile device.
4. Students will write a reflective response regarding the importance of netiquette.
5. Students will respond to questions from Common Sense Media Documents.

## **Developing an Eportfolio**

1. Students will participate in peer to peer formative assessment of portfolios.
2. Students will write self-reflections of portfolio projects.
3. Students will upload final project representing the best of their work in MS Word, MS PowerPoint, and MS Excel.
4. Students will present final websites to peers at the end of the marking period.

## **Digital Ethics**

1. Students will visit Education World online and briefly summarize a topic from the Following web link:  
[http://www.educationworld.com/a\\_tech/responsible-student-technology-use.shtml](http://www.educationworld.com/a_tech/responsible-student-technology-use.shtml)
2. Students will create a poster board promoting digital ethics.
3. Students will research and summarize a copyright case.

## **Essentials Chapter Work**

Students will work on the unit assignments located in each chapter. When finished with the Chapter lesson, students will work on the “Apply Your Knowledge”, “Extend Your Knowledge”, “Make it Right” & Lab Assignments.

Word: (WD 52, figure 1-74) students will work on creating, formatting, and editing a word Document with pictures. Students will create a resume and cover letter using Microsoft Office.

PowerPoint: (PPT 53, figure 1-76) students will work on creating and editing a presentation with clip art.

Excel: (EX 51, figure 1-75) students will work on creating a worksheet and an embedded chart.

**Assignments in the syllabus can be altered at anytime**