

DIGITAL LITERACY

COURSE SYLLABUS

Lafayette High School

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Course Description

Students will use a computer and application software including word processing, presentation, database, spreadsheets, internet, and email to prepare elementary documents and reports. The impact of computers on society and ethical issues are presented.

Prerequisites

There are no prerequisites for this course.

Materials

You will need the following supplies for this course:

- Folder
- Pen or Pencil
- USB flash drive

This course will not use a physical textbook. However, students will be required to use the online SAM training program through Cengage which can be found at <http://sam.cengage.com>.

Grading Scale

A	92-100
B	83-91
C	74-82
D	65-73
F	64 or below

Evaluation Procedure

Your grade will consist of the following 3 categories:

1. Category 1 Formative Assessments (40%)
 - a. Daily Work
2. Category 2 Summative Assessments (45%)
 - a. Quizzes
 - b. Tests
 - c. Projects
3. Category 3 Final Exam (15%)

Make-up Work

Make-up work will be accepted at any time prior to the start of final exams. Once final exams have started, make-up work will no longer be accepted. **THERE ARE NO EXCEPTIONS TO THIS POLICY.** If you are absent, you can track all assignments on my website at <http://www.derricksmithweb.com>. It is your responsibility to make up any missing assignments.

Missing Assignments

Missing assignments that are turned in will be graded. **However, grading missing assignments is a low priority. Most missing assignments will be graded within one week of turning in.**

Homework

Homework will rarely be given. However, each student is expected to complete work in class during each and every class period. The SAM training program can be accessed from most home computers, so if you miss class one day, you can likely work from home.

Course Topics

Unit 1 Introduction to Computers

1. Identify hardware devices appropriate for specific tasks.
2. Identify components of hardware.
3. Connect needed peripheral devices.
4. Evaluate the capabilities and limitations of hardware for user needs.
5. Explain the purpose, operation, and care of hardware components.
6. Identify examples of emerging hardware technologies.
7. Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use.

8. Explain the consequences of illegal and unethical use of information technologies (piracy, illegal downloading, and licensing infringement, inappropriate use of software, hardware, and mobile devices).
9. Discuss copyright rules and regulations (images, music, video, software).
10. Explain plagiarism and its consequences.
11. Navigate a basic operating system.
12. Manage files and folders.
13. Use and understand basic computer terminology.

Unit 2 Internet and Email

1. Use an electronic mail program to send and receive electronic mail.
2. Discriminate between ethical and unethical uses of computers and information including e-mail and internet etiquette.
3. Use a World Wide Web browser to navigate hypertext documents and to download files.
4. Use Internet search engines and understand their advantages and disadvantages.
5. Demonstrate an awareness of computer viruses and a basic understanding of ways to protect a computer from viruses.

Unit 3 Word Processing

1. Use a word processing program to create, save, print, modify, spell-check, and grammar-check a simple document.
2. Use a word processing program to enhance the appearance of a simple document by using centered, right-justified, boldfaced, underlined, and italicized text.
3. Use a word processing program to change the default margins and line spacing.
4. Use a word processing program to create a document with headers, footers, and footnotes.
5. Print in landscape and portrait orientations.

Unit 4 Presentations

1. Use a presentation program to create, save, modify, spell-check, and grammar-check a simple presentation.
2. Use a presentation program to enhance the appearance of the slide designs, background colors, and layout
3. Print in landscape and portrait orientations and for different audiences ~ full page, notes page, and outline.
4. Communicate information and ideas effectively to multiple audiences using a variety of media and formats.

Unit 5 Spreadsheets

1. Use an electronic spreadsheet to create, save, print, modify, and obtain graphs from a simple spreadsheet.
2. Use an electronic spreadsheet to perform basic mathematical operations including, but not limited to addition, subtraction, multiplication, and division.
3. Use an electronic spreadsheet to calculate averages and percents.
4. Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground, and background colors; and centering text across columns.
5. Print in landscape and portrait orientations.

Unit 6 Databases

1. Use a database management program to create, maintain, and print reports from a simple relational database.
2. Use a database management program to customize the user interface by creating and maintaining forms and reports.
3. Use a database management program to query tables using basic query operations such as "and", "or", "not", etc.
4. Print in landscape and portrait orientations.

