

Course Syllabus

Online Syllabus 2020-2021: ICT- Colleges, Careers & Digital Citizenship

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Course Overview

In this 18-week course students will explore a personal educational plan to help add purpose and specific direction to their course work in high school. We work philosophically utilizing the **H.A.S.** acronym to help maximize lesson effectiveness:

- Develop productive **Habits** within each student. Specifics are outlined in our supplementary text: *7-Habits of Highly Successful Teens*,
- Become aware of several components of successful business **Attitudes**. This portion utilizes motivational and inspiring video clips seen throughout the semester,
- Develop measurable Microsoft Office **Skills** with regards to Word, PowerPoint and Excel, to help each student to become employable in today's office job market.

Please note that ICT is a mandatory course that must be passed for high school graduation. In the process, four primary areas will be addressed:

1. Colleges

Students explore the types of colleges available today along with the associated costs and concerns, discuss which would be most appropriate to reach personal goals, and gain outlooks on the specifics of what to expect academically, probable work/ study lifestyles, etc.

2. Careers

Based on mynextmove.org and californiacolleges.edu assessment results, students explore which types of career choices would be most appropriate for them to reach personal life goals. Students recognize that career goals involve several components other than money and prestige!

3. Digital Citizenship

In the process of instruction, students are introduced to the basic ethics involved in online activities:

1. Appropriateness of web postings, i.e. language, pictures, etc.
2. Consequences of inappropriate behaviors as seen by example of others in the past, e.g. Megan Meier, Amanda Todd, etc.
3. Sensitivity to the fact that all individuals on-line are not who they claim to be.
4. They will also learn the importance of maintaining successful business attitudes, work ethics and integrity utilizing video segments of successful teens in business as well as the online sections taken from [*7-Habits of Highly Successful Teens*](#) (Links to an external site.) by Sean Covey.

4. Tools

In the process, students work towards 2016 Microsoft Office competence using Word, PowerPoint, Excel, as well as OneDrive storage. Moreover, students are required to enhance their keyboarding proficiencies in terms of speeds, accuracies and develop their Internet research skills as well. Our objective is to help make them become employable with competent office skills at the completion of the course.

Expectations

- All students are expected to be responsible for usernames and passwords issued the first week of class for the following reasons:
- Access to *quia.com* accounts for online test taking,
- Access to *typing.com* accounts for enhanced and monitored keyboarding skills,
- Access to *OneDrive* on-line storage for note taking and saving assignments. This provides on-line alternatives to flash drives or the use of notebooks,
- Access to *californiacolleges.edu* (CCGI) for skill/ attitude assessment as well as college and career research.

- *If we return to the classroom*, no food, drinks, gum, phones, pagers, CD players, or other electronic devices allowed in the computer lab.
- *If we return to the classroom*, students are responsible for their workstation. If you see something wrong with your computer station, report it immediately to the teacher.
- *If we return to the classroom*, all work *turned in on time* will be submitted in the drop-box on the same Canvas page where the work was assigned. *All work turned in late* must be submitted in the classroom basket as a hard copy.
- Late work *submitted during the same unit of instruction will count as 70% of the earned grade*; 50% of the earned grade in all other circumstances. For *each excused absence*, students have one day for to turn in late work for full credit.
- ***The allowance for late work is true until the DEADLINE, i.e. the final date and time of all possible late work submission:***

Friday afternoon before finals week at 3:30 PM

If students are absent, please go to the class Canvas website where all lesson plans could be found.

Grading Scale

A+ = 100.01%	A= 94%	A- = 90%
B+ = 88%	B= 84%	B- = 80%
C+ = 78%	C= 74%	C- = 70%
D+ = 68%	D= 64%	D- = 60%
F = below 60 %		

Standards

Throughout any given semester, ICT courses will accomplish standards required for 9th grade instruction as stated by the California Department of Education, March 2013:

1. Cite specific textual evidence to support analysis of technical texts attending to the precise details of explanations or descriptions.
2. Follow precisely a complex multistep procedure when performing technical tasks, attending to special cases or exceptions defined in the text.

3. Introduce a topic and organize ideas, concepts and information to make important connection and distinction; include formatting (i.e. headings), graphics (e.g. figures, tables), and multimedia when useful to aiding comprehension.
4. Develop the topic with well-chosen, relevant, and sufficient facts, extended definitions concrete details, quotation or other information and examples appropriate to the audience's knowledge of the topic.
5. Use varied transitions and sentence structures to link the major sections of the text, create cohesion, and clarify the relationships among ideas and concepts.
6. Establish and maintain a formal style and objective tones while attending to the norms and conventions of the discipline in which they are writing.
7. Provide a concluding statement or section that follows from and supports the information or explanation presented (e.g. articulating implications or the significance of the topic.)

Adjustments for an online environment

Following are suggestions to help ensure your success in an online or virtual environment.

1. Maintain good time management skills. Segments of the course will be done on your own; *don't get behind!*
2. Clarify any questions quickly. Virtual office hours will be held to answer any questions and respond to emails. *Specific times are to be determined.*
3. Please understand that I cannot answer email questions at all hours of the day and night. *Questions are answered during class and during office hours by email: djflores@mvusd.org*
4. A minimum of 30 minutes of typing per week is required. If you complete less than required time, your grade will be adjusted based on the proportion of time completed. Please understand that teachers have access to the time spent typing. *That means you cannot simply start the clock and walk away!*
5. On Microsoft teams, make sure that you are working in a space with a suitable background. *If not, blur the background!*
6. Log in at the correct assigned meeting times.
7. Minimize background noise by turning off all *outside*
8. Stay focused and avoid multitasking during class!
9. Mute your microphones until it is your turn to speak.
10. Check your grades and messages several times a week. *Do not try to complete the entire work for the week in one session.*
11. Work submitted should be your own work and reflect your own understanding. *No plagiarism is tolerated!*
12. Stay on topic with only appropriate behaviors. Never post sarcastic or angry comments, links, thoughts, or pictures; *even as a joke!*

13. Always be courteous to opinions of your classmates. If you feel the need to disagree, do so courteously. *No cursing, vulgar language, or inappropriate gestures!*
14. Minimize any unacceptable noises in background while talking. Examples, music, noisy pets, arguments with siblings, etc.

[Netiquette flyer Parents and students, please review the flyer carefully; it will be followed closely throughout the semester.](#)

[Minimize File Preview](#)

Student's PRINTED Name

Student Signature

Date

Parents, please print clearly. Many email addresses are unreadable. Thank you.

Printed Parent name

Parent Signature

Date

Cell Phone No.

Work Phone No.

E- Mail Address

Parents, how would you prefer to be contacted? *My personal preference is email*

PARENTS: IF YOUR STUDENT IS ABSENT, PLEASE HAVE THEM GO TO THE CLASS WEBSITE TO GET ANY MISSING ASSIGNMENTS.

Let's make it a great year!