

ALL COURSE REQUIREMENTS & DISCLOSURES 2018-2019



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Room 802

ATTENDANCE IS MANDATORY

DIGITAL BUSINESS TECHNOLOGIES – DBT

DBT - Welcome to Digital Business Applications Technologies (Applications). The business world is progressively more reliant on digital technologies. The Digital Business Applications course is designed to prepare students with the knowledge and skills to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Concepts include the overall digital experience, digital communications, digital media and the exploration of career choices. This course also provides practical experience in professionalism using various forms of presentation skills, including speaking, podcasting and digital portfolio relating to the globalization of business. State standards and objectives for this course is available on the Utah State Office of Education Website or follow this link:

<https://www.schools.utah.gov/file/53f4d72d-1f3f-48d1-910c-3dabc5c7abac>

WEB DEVELOPMENT 1A – WEB

WEB – Welcome to Web Development 1A - Web Development 1 is a course designed to guide students in a project-based environment in the development of up-to-date concepts and skills that are used in the development of today’s websites. Students will learn the fundamentals of how the Internet works. They will learn and use the basic building blocks of the World Wide Web: HTML5 coding, cascading style sheets (CSS), and JavaScript. They follow the steps to create a website by planning, designing, developing, deploying, and maintaining of the website projects. Students will learn and use different scripting technologies to create more dynamic and interactive websites. They will learn what it takes for a career in web development as they complete projects and create their own website. State standards and objectives for this course is available on the Utah State Office of Education Website or follow this link: <https://www.schools.utah.gov/file/e7dc7444-75c0-4625-9359-63b98e25db7e>

BUSINESS OFFICE SPECIALIST – BOS

BOS – Welcome to Business Office Specialist. This course applies advanced concepts and principles using word processing, spreadsheets, databases, and electronic presentation software. Students may have the opportunity to obtain a Microsoft Office Specialist industry certificate through Microsoft and Certiport per district discretion. The certification is recognized worldwide as the best method for employers to validate computer skill proficiency. Students will integrate applications learned. This course builds on skills included in Digital Literacy. State standards and objectives for this course is available on the Utah State Office of Education Website or follow this link:

<https://www.schools.utah.gov/file/20a601d1-1e79-48dc-8312-ecf9bd9fb1b2>

EXPLORING COMPUTER SCIENCE – EXP

EXP – Welcome to Exploring Computer Science. Exploring Computer Science 1 is designed to introduce students to the breadth of the field of computer science through an exploration of engaging and accessible topics. Rather than focusing the entire course on learning particular software tools or programming languages, the course is designed to focus the conceptual ideas of computing and help students understand why certain tools or languages might be utilized to solve particular problems. The goal of Exploring Computer Science is to develop in students the computational thinking practices of algorithm development, problem solving and programming within the context of problems that are relevant to the lives of today's students. Students will also be introduced to topics such as interface design, limits of computers and societal and ethical issues. . State standards and objectives for this course is available on the Utah State Office of Education Website or follow this link:

<https://www.schools.utah.gov/file/0bd8808f-ebe8-482c-9b8f-f2b8f7cf8bad>

BUSINESS LAW – LAW

LAW – Welcome to Business Law. Students will gain an understanding of the law as it relates to them currently and the implications of the law in their future lives as well as the lives of their family and friends. They will also work to gain an understanding of basic legal vocabulary. The course will include an understanding of the court system at the local, state, and national level. Students will gain an understanding of contract law, their rights and responsibilities as citizens, utilization of financial transactions, employment and agency relationships, and the understanding of the regulations governing different types of business organizations. As a culminating project students will participate in one or more mock trials.

<https://www.schools.utah.gov/file/ad3c9a1c-35af-4449-9403-c2d233ad51a4>

GRADUATION REQUIREMENT & COMPETENCY TESTING

DBT, WEB, BOS, and EXP are all one class each of the six different courses that are available for credit in your digital literacy graduation requirement. If a student receives a failing grade either term in this class, make-up credit is only available through re-taking the class. At the completion of this course, students will be prepared for and will take the state competency exam. Students will receive a certificate of competency issued by the Utah State Office of Education to include in their portfolio and which may be used as documentation of competency while seeking employment or applying to other learning institutions.

NON-NEGOTIABLES

- ✓ Attendance is Mandatory. Be On time!
- ✓ Access to Computer Use Privileges is in good standing.
- ✓ A pair of headphones for interacting with video as part of the blended learning concept.
- ✓ A good attitude. This is extremely important to be successful. Be Positive! Be Respectful!
- ✓ All work must be submitted via CANVAS, unless otherwise directed by Coach Boog.
- ✓ All Students must sit in their assigned seat for attendance roll taking purposes. If a student is not sitting in their assigned seat then they will be marked absent. **NO EXCEPTIONS!**

STUDENT FEE

A \$10.00 non-refundable material usage fee for the class needs to be paid at the office in the DATA PROCESSING FEES account on or after January 21st, 2019. This fee covers the use of hardware, software, printing supplies and classroom supplies for the semester. This fee can be paid online through Mydsd or in the main office. Payment by the end of 3rd term will result in 25 Extra Credit Points for the term.

ACADEMIC GRADING CRITERIA

- Participation (Employability-Skills) 20%
- Assignments (Applications, Classwork, Projects etc.) 35%
- Quizzes & Tests (Knowledge and Production) 45%

The following percentage grading scale will be used:

94 – 100 = A	80 – 82 = B-	67 – 69 = D+
89 – 93 = A-	77 – 79 = C+	63 – 66 = D
86 – 88 = B+	73 – 76 = C	60 – 62 = D-
83 – 85 = B	70 – 72 = C-	0 – 59 = F

EMPLOYABILITY SKILLS

- It will be expected that each student fully participates in every scheduled class period. Failure to participate could result in a deduction of a student's academic grade by losing participation points or reducing a student's citizenship grade.
- Each class period attended is worth 25 participation points.
- Each student who earns a tardy will result in a deduction of 15 points from their participation/employability skills grade.
- For students who have un-cleared absences; each day they miss will result in a loss of 25 participation points for that day. Once a student gets that absence cleared, and then they can retain the 25 points they lost.
- Classroom attendance is MANDATORY!

QUIZZES / TESTS

- Quizzes & Tests will consist of Knowledge and Application type tests. Knowledge tests will consist of multiple choice, true or false, matching, short answers, and essay type questions. The Application type tests will be performed on a computer in the classroom, with the result either being a printout, a saved file, or published web file. Most tests will be taken online via Canvas.
- Tests must be taken on the day given. If a student knows that they will be absent for a test, then in advance, they must make arrangements with the teacher to take the test at another time. If the student is absent because of illness or other personal emergency, then the absence must be cleared and the test must be taken within 2 class periods after returning to school. ALL MAKEUP QUIZZES AND TESTS CAN ONLY BE TAKEN DURING THE SIR (A SUMMONS WILL BE ISSUED) OR DURING CLASS TIME, IF TIME PERMITS.

ASSIGNMENTS

- Assignments will consist of: 1) Skill Applications, 2) Classwork, 3) Projects. Class work must be accomplished in class and will consist of notes, assignments, outlines, reviews, worksheets, videos and group work etc. Some assignments will be recorded as time "On-Line" in the. Only on special occasion will students be required to do homework unless they have to study for a

quiz or a test. On occasion, students will be asked to help correct other student's assignments and/or tests.

- All assignments and tests will be worth any number of points as determined by the teacher.
- Assignment and test due dates will be determined by the teacher as he sees fit.
- **LATE WORK** turned in after the DUE Date could result in a 25% grade reduction.
- **LATE WORK** will not be accepted after the assigned UNTIL dates. **NO EXCEPTIONS.**
- Extra Credit will be offered randomly throughout the term. Take advantage of it when it comes.
- If a student is absent for any reason, and then it is the student's responsibility to clear the absence, check with the teacher for make-up work during your Advisory Period (SIR) and turn the work in on time.
- You may receive points each day for participating, completing assignments, tests and/or quizzes, notebook checks, management points, professional development points and/or outside class assignments.
- ***A student must check the class CANVAS regularly.***
- In order to receive credit for assignments, all work must be submitted in a timely manner. Due dates will be posted and in order to receive any credit for assignments, all work must be submitted within THE DUE DATE PERIOD. Files will be electronically uploaded CANVAS. This process will be covered multiple times in class.

CLASSROOM INSTRUCTION & VIDEOS

As part of the curriculum for this class videos may be used in an instructional manner to help students understand concepts of computer history, computer hardware, the internet, computer/professional ethics etc. Headphones will be mandatory for students to watch videos on their computer as part of the curriculum, therefore each student needs to have a pair of (not Expensive) headphones to use.

BUSINESS AND MARKETING PROFESSIONAL ORGANIZATIONS

Students may join **DECA** as a means to enhance your educational experience. Applications can be obtained from your teacher. There is a membership fee for each organization that goes along with both national organization memberships. The receipts and applications need to be turned into the advisor of that organization. By joining either DECA you will automatically receive 15 extra credit points.

GUIDELINES FOR CLASSROOM BEHAVIOR

- ✓ A positive and respectful attitude. You will be learning in a business-like environment and should conduct yourselves accordingly. Light talking and moving around or otherwise communicating with others is generally accepted as long as it doesn't get out of hand or other disrupting acts will not be permitted during class time. Using the bathroom or hall pass must be requested with the teacher.
- ✓ You are responsible to bring their supplies to class each day. This will help you utilize your time wisely and complete their assignments on time.
- ✓ **"CHILL TIME"** - Internet Surfing, social networking and games are NOT permitted during class time without permission. Classroom computer use will follow the "Davis District Technology Acceptable Use Policy". **NO GAMES SIMILAR TO HALO OR FORTNITE AND/OR ANY OTHER GAME THAT TAKES UP MULTIPLE WORKSTATIONS AND NEEDS TO BE DOWNLOADED. NO WAY, NO EXCEPTIONS!**
Consequence = 1) loss of computer privileges, and/or forfeiture of your cell phone, 2) a U in Citizenship and/ or participation point deduction.

- ✓ Adherence to the “Davis District Acceptable Use Policy” and classroom rules.
- ✓ Please use printing supplies sparingly, please ask to print. Printing privileges will be suspended if you abuse this policy.
- ✓ Outside peripheral storage devices are not permitted in the classroom without permission from your instructor, this includes but is not limited to: flash drives, external hard drives, gaming devices, CD’s, DVD’s etc.
- ✓ All students will be expected to act in a respectful way conducive to a proper learning/teaching atmosphere. All students will show respect to each other and vice versa. Respect is a two way street.
- ✓ **CELL PHONE USE IS NOT PERMITTED IN THE CLASS ROOM UNLESS THE TEACHER GRANTS PERMISSION. NO EXCEPTIONS. VIOLATORS WILL SURRENDER THEIR CELL PHONES TO THE TEACHER AND THE PARENT WILL HAVE TO COME TO PICK UP!!!**
- ✓ **ABSOLUTELY NO CELL PHONE USE IS PERMITTED WHILE THE TEACHER IS TALKING.**
- ✓ All school policies will be strictly enforced according to the student handbook: including dress code, body piercing, acceptable behavior, language etc.!
- ✓ Music is allowed to be listened to while students are working on an assignment but the student must provide their own headphones and it must not be disruptive to others in the room.
- ✓ Room 802 will not be open after school, but the tech center open lab or library can be accessed to work on assignments/projects and to make-up missed work. Please check with your teacher for available work days. We recommend making up work during advisory time.

CITIZENSHIP GRADING CRITERIA

- The policy outlined by the Davis County School District and Bountiful High School will be followed in conjunction with the following:
- Citizenship grades to be considered will be: 1) H = Honorable, 2) G = Good 3) S = Satisfactory, 4) N = Needs Improvement, and 5) U = Unsatisfactory. Grades H, S, and N will be considered by the teacher based on attendance, behavior, and adherence to the Acceptable Use Policy.
- 3 or more un-cleared Absences and/or 4 or more un-cleared tardies will result in a U.
- Citizenship credit make-up can be considered only after the student and teacher have made arrangements before the end of the term. A “U” in citizenship credit given after the end of the term must be arranged through the school citizenship coordinator.

Logging into Canvas and Office 365

CANVAS for Students

<https://dsd.instructure.com>

You can access the website by clicking on Quick links on the District Home Page. The Canvas link is under Tools. When you click on the Canvas link, you will be taken to a page that has a button to click on for Students. This will take you to either the Office 365 login screen. Or, if you are already logged into an Office 365 program you will be taken to your Canvas account.

Students

- Use your DSD email The email address for students is your student username followed by @go.dsdmail.net; i.e. 20jdoe@go.dsdmail.net
- Password is your PIN Number

Microsoft Office 365 for Students

<https://login.microsoftonline.com>

You can access the website by clicking on Quick links on the District Home Page. The Office 365 link is under Tools. Office 365 includes the following: Outlook Email, Calendar, People (Contacts), OneDrive and the Microsoft Office Online programs of Word, PowerPoint, Excel and OneNote.

To login:

- Use your District Email address. The email address for students is your student username followed by @go.dsdmail.net; i.e. 20jdoe@go.dsdmail.net
- Password is your PIN Number

If you log into OFFICE 365 first, you will automatically be logged into CANVAS.