

Welcome to Digital Foundations 10!

Mrs. Aasman

Technology is constantly evolving and it is important that students entering high school are adept users and have knowledge of tools that will be necessary to be successful throughout high school.

As 21st century learners, students must be educated, digital citizens. Students engage in lessons related to digital citizenship. "Digital citizenship can be defined as the norms of appropriate, responsible behavior with regard to technology use" (Ribble, 2017). Students will learn about the nine elements of digital citizenship outlined by Ribble and have opportunities to discuss, reflect upon and practice these concepts (<http://www.digitalcitizenship.net/nine-elements.html>).

Students engage in a venture project that spans the duration of the course. The venture project allows for Digital Foundations 10 modules to be interconnected. "The fundamental goal of education in Alberta is to inspire all students to achieve success and fulfillment and reach their full potential by developing the competencies of Engaged Thinkers and Ethical Citizens with an Entrepreneurial Spirit, who contribute to a strong and prosperous economy and society" (<https://education.alberta.ca/policies-and-standards/student-learning/everyone/ministerial-order-on-student-learning/>).

The Workplace Safety Systems module is a part of Digital Foundations 10. This course is a prerequisite for earning off-campus credits (eg. work experience and RAP). Students will learn about the health and safety systems that workplaces must adhere to. The course provides an introduction to workplace safety, which is critical for students to be aware of as they begin their first jobs.

All students who attend Eagle Butte High School will take Digital Foundations in Grade 10. Students enrolled in this course have the opportunity to earn 6 credits.

COURSE OVERVIEW

Students will engage in the following modules in Digital Foundations10; these modules will be run concurrently throughout the semester.

Com 1005- Visual Communication- *Students learn to employ fundamental elements and principles of design for various media and gain a strong foundational multidisciplinary experience in preparation for other Communication Technology courses.*

Com 1015- Media- *students discover the impact of the media and develop fundamental skills to relay a message effectively using various forms of media; e.g., photography, print, Web and audio or video production.*

INF 1030- Word Processing- *Students are introduced to the proper use of word processing software, including document creation, editing and printing of properly formatted documents.*

INF 2020-Keyboarding- *Students enhance their occupational level keyboarding competence of all keystroke functions, using unedited, edited and straight copy material.*

INF 1910- INF Project A (Prerequisite- INF 1030)- *Students develop project design and management skills to extend and enhance competencies and skills in other CTS courses through contexts that are personally relevant.*

HCS 3000/3010- Workplace Safety or Systems (Prerequisite for work experience credits)- *Students gain the attitudes, knowledge and skills related to workplace health and safety and examine relevant legislation required in the workplace./Students explore workplace safety principles and practices, and apply these principles and practices to a variety of contexts.*

INF 1060/2080- Spreadsheet 1 or Spreadsheet 2- Students develop skills in the proper use of spreadsheet software through general data manipulation and personal recordkeeping./ Students develop skills in the proper use of spreadsheet software through advanced data manipulation and preparation of appropriate reports and printouts in text and graphic format.

DAILY KEYBOARDING

In Digital Foundations, students are expected to begin typing as soon as the bell rings. Daily practice helps build speed and accuracy, and progress is automatically tracked through Typing.com. Each student's results are recorded and stored in the database, allowing both the teacher and student to monitor improvement over time. Curricular ties and justification of for daily keyboarding can be found here: <https://teachers.typing.com/shared/images/resources/typingcom-scope-and-sequence.pdf>

EVALUATION

Students will receive a separate mark for each course. Therefore, students are completing 6 classes as part of Digital Foundations 10. The following evaluation methods will be used to grade each course.

→ Assignments, Projects & Quizzes 100%

CLASSROOM EXPECTATIONS

- **RESPECT (yourself and others)**
- **RESPONSIBILITY (for your learning)**
- **EFFORT (always required and expected)**
- **Keyboarding** is an expectation at the beginning of every class period.
- **Gaming** or visitation to unauthorized sites is not permitted.
- **Plagiarism** will not be tolerated. This is copying, downloading, or borrowing someone else's material with or without them knowing and presenting it as your own. Students who plagiarize will receive a mark of zero until the assignment is resubmitted without any plagiarism. Parents will be notified of any instances of plagiarism.

CLASSROOM ASSIGNMENTS, PROJECTS & QUIZZES

- If you miss a day, it is **your** responsibility to catch up on missed work. You are expected to complete all missed assignments.
- Missing homework assignments may result in detentions at lunch until the assignment is complete.

NOTE:

* If you require extra assistance with assignments, it is your responsibility to make the teacher aware. Remember there is an open computer lab each day at noon if you require extra time to complete assignments. Therefore the excuse that a student did not have access to the necessary equipment at home will not be accepted as a reason for late, incomplete, or missing assignments.