



# Liberty Middle School

281 Dock Murphy Drive, Madison, Alabama 35758

## Mrs. Heather Cox

### Digital Publishing Tools (DPT)

<b>Teacher Contact Info.</b>	<b>Email:</b> <a href="mailto:hhcox@madisoncity.k12.al.us">hhcox@madisoncity.k12.al.us</a> <b>Classroom Phone:</b> 256-430-0001
<b>Classroom Digital Platforms</b>	<b>Webpage Link:</b> <a href="https://www.madisoncity.k12.al.us/Domain/2681">https://www.madisoncity.k12.al.us/Domain/2681</a> <b>Distribution List:</b> <a href="https://forms.gle/Cyg1YJqkWDYzKBv58">https://forms.gle/Cyg1YJqkWDYzKBv58</a>
<b>Textbook Information</b>	The “textbook” for this course is three websites: <a href="#">Typing via Clever</a> , <a href="#">Google Applied Digital Skills</a> , and <a href="#">our class in Schoology</a> . <b>SUPER IMPORTANT: Make sure to go to CLEVER for typing lessons.</b> (Login usernames and passwords are the same as used for Clever and Schoology.)
<b>Course Description</b>	Essential workplace readiness skills are taught in this course, including touch typing. Students will learn the fundamental concepts of word processing, spreadsheets and presentation software through a variety of software applications. The students will explore basic design concepts that will be utilized when creating a personalized digital portfolio that showcases their academic work. Students will increase their computer competency and keyboarding skills for composing and creatively expressing ideas digitally. Digital citizenship concepts and skills will be taught throughout the class. Applications used will be from the Google and Word Office Suites.
<b>Course Learning Targets (Objectives)</b>	<ul style="list-style-type: none"> <li>● Touch type a minimum of 40 wpm (words per minute) using the home keys properly</li> <li>● Create and fill with data and images: documents, spreadsheets, and presentations</li> <li>● Describe the permanence of digital data and the importance of managing one’s digital identity and reputation.</li> <li>● Identify information from digital resources, using a variety of tools and methods to create a collection of artifacts that demonstrates meaningful connections or conclusions.</li> <li>● Identify research strategies to locate information and other resources for student’s intellectual and/or creative pursuits.</li> </ul>
<b>Course Outline</b>	<ul style="list-style-type: none"> <li>● Touch Typing</li> <li>● Digital Presentations Using Google Slides</li> <li>● Google Suite Overview and Comparison with Word Office Suite</li> <li>● Introduction to Google Applied Digital Skills</li> <li>● Google Drive: Organizing Files &amp; Folders</li> <li>● Google Docs Activities</li> <li>● Google Sheets Activities</li> <li>● How the Internet Works</li> <li>● Strategic Ways to Search the Internet</li> <li>● Career Research Activities including presentations</li> <li>● Google Slides Activities</li> </ul>
<b>Classroom Expectations</b>	<ol style="list-style-type: none"> <li>1. <b>We respect ourselves</b></li> <li>2. <b>We respect our peers</b></li> <li>3. <b>We respect our stuff</b></li> </ol>
<b>Progressive Discipline (LMS Policy)</b>	<b>Step 1:</b> Verbal warning <b>Step 2:</b> Student/teacher conference <b>Step 3:</b> Parent contact/conference <b>Step 4:</b> Detention and a parent contact

	<b>Step 5: Office referral</b>
<b>Grading Policy</b> <i>(MCS Policy)</i>	60% = Assessments (Tests, Projects, Mini-Assessments) 40% = Daily Grades (Vocabulary Quizzes, Exit Slips, Progress Checks, Classwork, Daily Activities, Participation)
<b>Late Work/ Make-up Work/ Make-Up Tests</b>	The Student handbook policy for late work will be followed. If students have an unexcused absence a 0 will be assigned for missed assignments. If students have an excused absence, they will have a minimum of 3 days and a maximum of 1 week to complete missed assignments. Time extensions may be determined on a case by case basis for the level of difficulty of the assignment.
<b>How to Get Make-up Work</b>	It is the student's responsibility to ask for make-up work. Students need to refer to the Digital Publishing Tools' class in Schoology and ask the teacher for help. Work that is not made up will become a zero (including quizzes/tests). Missed quizzes and tests can be made up during school.
<b>Technology</b>	Student laptops should not be hard-wired to the network or have print capabilities. Use of discs, flash drives, jump drives, or other USB devices will not be allowed on Madison City computers. Neither the teacher, nor the school is responsible for broken, stolen, or lost laptops. Laptops and other electronic devices will be used at the individual discretion of the teacher.
<b>Accommodations</b>	Requests for accommodations for this course or any school event are welcomed from students & parents.
<b>Materials &amp; Supplies</b>	It is highly recommended that daily, each student have a personal set of earbuds OR headphones in a protective case in their backpack for in class use.
<b>Homework</b>	<i>It is rare that there is homework in Digital Publishing Tools class other than using the home keys when typing and catching up with typing lessons.</i> However, if a student does not use their time wisely in Digital Publishing Tools (DPT) class, the work does become homework.

***This syllabus is subject to change, without notice, at teacher discretion.***

***Please sign the 2022-2023 Parent & Student Syllabus Acknowledgement Sheet and turn it in to your teacher.***

***Cut below this line***

**2022-2023 Parent & Student Syllabus Acknowledgement Sheet**

**Complete the form below to indicate your understanding and agreement with the Digital Publishing Tools Course Syllabus. This syllabus is subject to change, without notice, at the teacher's discretion. Return this page to your ELA teacher no later than August 10th.**

<hr/> <b>Parent/Guardian Name (Printed)</b>	<hr/> <b>Parent/Guardian Signature &amp; Date</b>
<hr/> <b>Student Name (Printed)</b>	<hr/> <b>Student Signature &amp; Date</b>