

Fundamentals of Digital Technology & Computer Systems
Mrs. Shaina Eastman
2020 – 2021

Contacting the Teacher

Phone: (321) 209 - 2349 – You may call/text Monday or Thursday between 9 a.m. and 3 p.m.
E-Mail: Mrs.Shaina@ChristianVictoryAcademy.org

Evaluation Procedures

Assignment Type:	Lesson Assignments	Projects	Quizzes	Tests
Percent of Grade:	25%	25%	25%	25%

Materials List (things to bring to every class)

1. Personal laptop computer with:
 - a. Supported Browsers: Google Chrome version 64 or higher Firefox version 57 or higher Microsoft Internet Explorer version 11 (For users of Internet Explorer on Windows 8, Ignitia must be operated in the Desktop version of Internet Explorer.) Safari version 9 or higher.
 - b. Internet access
 - c. *Microsoft Word 2013 or later
 - d. *Microsoft Excel 2013 or later
 - e. *Microsoft PowerPoint 2013 or later

*If you have a laptop that does not have Microsoft Word/Excel/PowerPoint there is an Office 365 that is free for students. I will help students with setting this up on the first day of class.

Course Description

In the first semester of this course, students will develop a general understanding of computers and how they operate as well as a basic understanding of how to manage and maintain computers and computer systems. These skills will provide students with the ability to configure computers and solve computer problems.

In the second semester of this course, students will be provided a basic overview of current business and information systems and trends, and will learn skills required in academic and career environments. Computer operations will be explored and allow students to develop a basic understanding of hardware, peripherals, networks, operating systems and programming languages. The lessons are structured to engage students in understanding and skill development of keyboarding skills, as well as database, spreadsheet, presentation and word processing applications.

Class Rules

As a CVA student, you are required to adhere to all of the policies in your student handbook. If you have any questions regarding a specific policy, please ask for clarity.

Assignment Policy & Ignitia

This class uses Ignitia for curriculum; however, there may be times students will turn in assignments on paper. If a student does not turn in his/her assignment when it is due (on Ignitia or in person), then they will have until the end of the day to turn in that assignment in Ignitia. If they fail to turn it in appropriately online (which includes the assignment being easily viewable/legible), then a Missing Assignment Notice will be sent to their parents via e-mail.

Parents, please help your student turn in their assignment promptly when you receive the first notice. After 3 Missing Assignment Notices with one single assignment, that assignment will receive a 0. If a student consistently turns in late work and more than 3 Missing Assignment Notices are emailed for different assignments then a Parent/Teacher conference will be scheduled to discuss possible solutions and the student may be placed on academic probation.

As with all things, there are exceptions to the rule in extreme circumstances. Parents may call and speak to me in that case and I may allow extra time to complete an assignment without consequence.

Illness & Quarantine

If a student is quarantined for 2 weeks due to illness or exposure then they may continue to attend class from home. Parents must contact CVA to let us know if a student needs to attend class virtually under these circumstances. If a student is unable to attend digitally due to severe illness then adjustments will be made to help the student upon full recovery. Otherwise, students will attend class via Google Meet or Zoom at the same time class usually meets on campus. All assignments will be turned in via Ignitia and are still expected to be turned in on time.

This syllabus is subject to change without notice.