**Challenger High School**

**Digital Communication Tools**

**(Empowering Your Future - CTE)**

2023-2024

**CEDARS CODE: 10001**

Course Overview and Syllabus

**CTB101**

**Instructor:** Georgina Blocker**Phone**:  (253) 800-6801   **Email:** [**gblocker@bethelsd.org**](mailto:gblocker@bethelsd.org)

**Grade Level:**  9. 10, 11, 12   **Credit:**  CTE, or Elective **NCAA Approved**

**Course Number:** CTB101 **Prerequisite Courses:** Digital Communication Tools (Preferred)

**Credits:** .5

**Course Description:**

Empowering Your Future is a dynamic course designed to equip students with essential skills and knowledge for a successful high school and beyond. Students will discover passions, set meaningful goals, and develop life skills for personal and professional growth. This course will explore Google Applications, Microsoft Office, Apple Suite, and emerging AI/AR tools through step-by-step instructions, hands-on projects, and short videos, all while learning key skills from basic to intermediate levels. Collaboration features will be utilized for teamwork and effective communication. Students can earn a YouScience and/or Google Suite certification to enhance their resumes. Real-world project-based learning opportunities will be incorporated, equipping students with digital literacy and industry-standard tool proficiency.

**Course Objectives:**

1. Develop technical skills related to workplace software, communication tools, and computer programming.
2. Foster creative, innovative, and critical thinking.
3. Enhance communication and collaboration as an individual and part of a team.
4. Utilize appropriate and accessible Google and Apple applications for research and learning.
5. Support post-secondary planning and career exploration.

**Required Materials:**

* - iPad

**Grading Policy:**

A: 95% - 100%

A-: 90% - 94%

B+: 85% - 89%

B: 80% - 84%

B-: 75% - 79%

C+: 70% - 74%

C: 65% - 69%

C-: 60% - 64%

D: 55% - 59%

F: Below 55%

**Assignments and Grading Categories and Weight:**

* Formative 30%: All formative learning activities leading up to projects or assessments
* Summative 70%: Summative assessments in the form of projects, reflections, article summaries, presentations, portfolio, quizzes/tests, midterm, and final

**Leadership Development:**

Leadership development is an integral component of Career and Technical Education and is embedded within the assignments in this course. Students will demonstrate leadership qualities throughout the semester in terms of time management, self-advocacy, efficiency, group coordination, organization, dependability, punctuality, and professionalism. Assignments and projects will require students to problem-solve, analyze, refine, and apply decision-making skills, and demonstrate oral, interpersonal, written, and electronic communication and presentation skills.

**Priority Standards:**

* ISTE 1.2: Students recognize the rights, responsibilities, and opportunities of an interconnected digital world, and they act in ways that are safe, legal, and ethical.
* NBEA C-1D.5 Technology: Use basic applications (word processing) to communicate a specific message alone or collaboratively.
* NBEA C-1D.5 Technology: Use basic applications (spreadsheets) to communicate a specific message alone or collaboratively.
* NBEA C-1D.5 Technology: Use basic applications (presentations and graphics) to communicate a specific message alone or collaboratively.
* NBEA CD I: Students apply knowledge gained through individual assessment to develop a comprehensive set of goals and an individual career plan.
* ISTE 1.7.B: Students use collaborative technologies to work with others, including peers, experts, or community members, to examine issues and problems from multiple viewpoints.

**Course Topics:**

- Digital citizenship

- Google applications

- File storage and organization

- Email etiquette

- Resume writing

- Career exploration via SchooLinks

- Microsoft Office

- Social media and mental health

**Make-Up / Re-Do Assignment Policy**

* No Extra Credit will be awarded
* Summative assessments can be redone to mastery within the course / term
* It is your responsibility to check with the teacher to find out what you missed the day of an absence.
* Assignments that need to be made-up or redone must be submitted before the end of the grading period in which they were assigned.
* Assignments missed due to unexcused absences are not accepted for credit

**Online Grade Book (Family Access)** Parents and students can check the online grade book anytime by logging into Family Access.