Syllabus: Digital Technologies

Course Overview:

A must-have course for all students who want to be successful in today's technology-driven world. You'll work in a real-world environments and prepare for success in your high school years, college, or employment by using advanced concepts in word processing, spreadsheets, databases, desktop design, keyboarding, and presentations, as well as gain hands-on experience with the latest online and digital tools. You will also be exposed to emerging technologies and their practical use in education and beyond!

Department: Business/Marketing and IT	**Department/Course Website (if applicable):**
Course Number: CMP1020	**Instructor:** Mr. Mankiewicz
Credits Earned/Length of Course: .5 Credit (Semester Course)	**Office Hours:** Monday-Friday 11:30-12:20
Suggested Prerequisites: None	**Instructor Contact Info:** Email: smankiewicz@madison.k12.wi.us
Required Materials: None	**Other:** IC3 certification
	Pathway(s): All BMIT Pathways

Course Standards:
- Common Core State Standards for Literacy in All Subjects
- Common Core State Standards for Mathematics -- Standards for Mathematical Practice
- Wisconsin Common Career Technical Core Standards
- Wisconsin Standards for Business & Information Technology

Course Assessment(s):
·   Summative assessments for units:

        MS Word Skills Inventory

        MS Powerpoint Final Presentation

        MS Publisher Business Image Project

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MS Excel Final Activity

MS Access Final Activity

Keyboarding: WPM testing throughout course

· Unit activities concluded with final assessments

Course Outline:

Unit 1: Keyboarding (Ongoing)

Unit 2:   MS Office-Word

Unit 3: MS Office-PowerPoint

Unit 4: MS Office-Excel

Unit 5: Google Docs

Unit 6: MS Office-Access

Unit 7: Internet & Digital Citizenship

Unit 8: Computing Fundamentals

Unit 9: MS Office-Publisher & Adobe PhotoShop (if time permits)