Southeastern School
Business Management and Administration Department
Business Administrative Services Program
Southeastern School, Remlap AL 35133
Mrs. Amy Gunn
agunn@blountboe.net

Digital Technology

Course Description

Digital Technology is designed for students who want to master basic skills in the areas of word processing, database management, spreadsheet applications, multimedia presentations, and Internet research. Reading, mathematics, and communication skills are reinforced throughout this course.
No prerequisite is required for this course.

Program/Instructional Delivery Plan

All course information and coursework are detailed in the Schoology Learning Management System which students can access once enrolled in the course. Other online applications will be utilized to ensure content delivery.

Assessment Procedures

Students will be assessed at the completion of each unit in one or more of the following ways:

- Teacher Observations
- Performances
- Tests
- Checklists
- Rubrics
- Online Activities
- Scenarios
- Oral Presentations
- Research Papers
- Portfolio
- Journal Reflections
- Projects
- Research Reports
- Performance Tasks
- Production Exams
- Objective Tests
- Group Presentations
- Case Studies
- Research Projects
- Debate
- Safety Tests
- Simulations
- Appropriate Business Dress
- Participation Point Systems

Grading Scale

A 90-100
B 80-89
C 70-79
D 60-69
F 59 or below

Grading Policy

Grades are based on a points system. Typically, assessments and projects will be worth up to 200 points; classwork, quizzes and homework will be worth up to 100 points.

Required Reading

Students will complete a book study of "The 7 Habits of Highly Effective Teens" by Sean Covey to enhance course content and instruction.

Course Goals

Each foundational and content standard completes the stem "Students will …"

Foundational Standards Unit

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces.
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

Computer Basics Unit

1. Exhibit proper use of basic computer components, including hardware, operating systems, software, file management, network functions, hardware maintenance, and problem-solving.
    Examples: changing printer cartridge, replenishing paper, scanning disk, defragmenting disk, clearing paper jam
2. Describe types and purposes of computer systems.
    a. Outline the history of computing

Software Application Unit

3. Demonstrate data input techniques with speed and accuracy.
    Examples: touch method , voice recognition
4. Utilize word processing skills, including creating page layouts, proofreading, editing, printing, and saving.
5. Use spreadsheet software to create, save, open, edit, and print a workbook or worksheet.
    a. Utilize formulas for problem-solving.
    b. Create charts to interpret spreadsheet data.
6. Create a database file.
    Examples: tables, reports, forms, queries
7. Demonstrate procedures for creating, saving, retrieving, and delivering multimedia presentations.
8. Demonstrate uses of the Internet in business.
    Examples: purchasing, research and development, publicity, communication, selling

Career Opportunities Unit

9. Research career and entrepreneurial opportunities, responsibilities, and educational and credentialing requirements in high-demand, entry-level information technology positions and identify opportunities for career advancement to upper-level positions in the field.
    a. Utilize research and local Workforce Development data to select one high-demand entry-level information technology position of particular interest and identify education and training needed to advance to upper-level positions in the profession.
    b. Prepare and present a slide presentation outlining progression from an entry-level information technology position to upper-level positions in the profession.
    Examples: wages, education/training, travel, correspondence, advertisement

Technology Unit

10. Plan and employ effective research strategies to locate information and other resources for their intellectual or creative pursuits.
11. Analyze the impact of information technology on society.
    Examples: mobility, time saving, cost efficiency, innovation, ease of access to information, communication

Ethics Unit

12. Describe ethical considerations resulting from technological advances.
    Examples: hacking risks, privacy concerns, restricted sites, copyright, intellectual property rights
13. Describe positive, safe, legal, and ethical behavior when using technology.
    Examples: social interactions online, networked devices, email, music, video

Computational Thinking Unit

14. Collect data or identify relevant data sets, use digital tools to analyze them, and represent data in various ways to facilitate problem-solving and decision-making.
    Examples: technology trends, online search term data, shopping trends

Career and Technical Student Organization Integration – N/A

Embedded Numeracy/Literacy/Science Anchor Assignment

Students will complete an anchor assignment which demonstrates the integration of technical reading and writing, mathematics and mathematic vocabulary, and science concepts and science vocabulary appropriate to the program area.

BMA Anchor Assignment – 200 points

Students will research 3 specific STEM-related business careers (Accountants, Auditors, and Operations Research Analysts) to compare and contrast wages and employment trends. Students will prepare a formal summary of their research findings in an MLA format essay which includes tables, charts, and graphs to support their findings of the median hourly wages and median annual wages. Students will also compare and contrast the various knowledge, skills, abilities, personality, technology, and educational and credentialing requirements to be successful in those careers.

- Numeracy – integration of mathematics and mathematical vocabulary by utilizing critical thinking to make sense of problems and present median wages using tables and charts
- Literacy – integration of technical reading and writing skills by communicating clearly and effectively while presenting data in an MLA format essay
- Science – integration of science concepts and science vocabulary by employing valid and reliable research strategies while also using technology to enhance productivity

Available Industry Recognized Credentials Offered – N/A