

Integrated Technology Syllabus

Mr. Horwat – Room 135

Welcome to Integrated Technology! In this course, you will learn what it means to be a good digital citizen, how to manage and market a business, and how to use the Microsoft Office suite of applications!

Mr. Horwat's Contact Information

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Course of Study



Unit 1 – Digital Citizenship: It's important to understand that making a digital mistake today can damage your reputation forever. Therefore, it is essential to be an educated digital citizen and understand the importance of creating a positive digital footprint. You will research, design, and present a public service announcement on one aspect of being a good digital citizen.



Unit 2 – Business Impossible: A relative has decided to retire and pass down their small business to you. Unfortunately, the business is failing and close to closing forever. You will collect market research data using Microsoft Forms, and then will create a presentation in Microsoft Excel to demonstrate how you managed to save the business.



Unit 3 – Market Launch: As a marketing specialist, you will be challenged to develop, execute, and create a marketing strategy for a new company's launch party. You will produce and deliver cohesive marketing materials for the launch such as invitations, infographics, flyers and an original logo.

Our Three Rules

- 1. Effort:** Commit to classwork, follow assignment directions and **try your best**
- 2. Honesty:** Communicate truthfully with teacher and peers; **academic honesty** i.e. '**doing our own work**'
- 3. Presence:** Minimize outside distractions, **participate fully** in class lessons, activities, and projects

Supplies

To maximize our ability to use the computers and reduce our carbon footprint, Integrated Technology will strive to be a paperless course. This means that your class materials, like handouts and projects, can be found online on our class **Canvas** page. The only required item you need for this course is your **laptop**. Please make sure your laptop is **functional, charged, and ready** to work every day.

Grading Policies

Grades will be split into two different categories, **Formative (10%)**, and **Summative (90%)**. Formative activities will include shorter, in-class assignments that will typically be completed in one or two days for a range of 5-20 grade points, depending on nature of activity. Summative assignments include larger assignments such as presentations, models, and designs. For all summative assignments, you will be provided with a rubric when the assignment is distributed so you can see exactly how your grade will be calculated. Summative assignments are each worth 100 grade points.

Formative and Summative work is eligible for Second Chance Learning. It is the student's responsibility to communicate with teacher and turn in second chance assignments promptly within 2 weeks of due date. **Second Chance Learning will not be accepted during final week of marking period.**

Infinite Campus

Your Integrated Technology assignment grades will be posted on Infinite Campus for you and your parents to view throughout the semester. Please check Infinite Campus at least once a week to monitor your progress in the class. Missing assignments will be marked as a zero until the assignment is submitted. **Be sure that any late work is completed promptly**, for this is your responsibility.

Attendance

Attendance is required. Pay close attention to start times and 'A Day' / 'B Day' schedules. Message teacher the word "here" using Teams Chat (one time only). Attendance is posted / saved to Infinite Campus: Present (P), Tardy (T), Absent (A) Web camera must be "on" to receive attendance credit.

Absences

You will need to make up any work that is missed due to an absence. **Check our class Canvas page.** You may email teacher with specific questions. Please do not ask at start of class what you missed.

Grade Point Deductions

Work that is **late, sloppy** or **does not follow directions** will have points deducted accordingly. Any work submitted that is **inauthentic** or deemed to be **plagiarized** (i.e. not your own work) **will not be accepted**, resulting in a score of a **zero** for the assignment in question.

Conduct

Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with CBSD students or staff. These actions are prohibited as indicated in Policy 815 and may result in temporary removal from the virtual learning environment.