



Digital Information Technology
The Villages Charter School
2025 - 2026

Instructor Info:

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Overview: Digital Information Technology (DIT) is a business course that is taught primarily through lectures, presentations, discussions and real-life scenarios. Primarily a computer class, we will use multiple online platforms including, but not limited to Google Suite, Microsoft Office, iCEV, U-Certify and WordPress.

Course Description: Digital Information Technology utilizes iCEV, an online platform developed to provide a basic overview of current business and information trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally in an information-based society. This course includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards. Furthermore, students will be given the opportunity to test for and obtain a Social Media Strategist certification.

Course Resources: Each student will be given access to and expected to log-in regularly to Canvas. Additionally, each student will be given access to two online learning platforms, iCEV and U-Certify.

Required Materials:

- Pens/Pencils & Paper

Schedule: Standard bell schedule (7 periods) Please refer to the school website.

Bell Work: Many classes will begin with a bell-work assignment, activity, or discussion. These activities will span content from the previous day's work, prepare for upcoming vocabulary quizzes, or introduce new topics. In many instances, Bell Ringers review quiz questions that measure retained understanding from past lessons, or any additional lesson to begin class. Students that are absent or tardy will not earn bell-work points for that day.

Vocabulary Quizzes: There will be a vocabulary quiz on the key terms contained in the shared notes, lecture and discussions.

Exams: Exams may include multiple choice, short answer, essay, and analysis and synthesis. There will be a note review before each exam. Students that miss exams will need to make arrangements to make up the work.

Course Grading Policy:

General Expectations: All graded work, regardless of perceived importance, must have proper punctuation, spelling, and capitalization. Late work will get a 10 point deduction each day the assignment is late.

Projects: If the student is absent on the assigned due date, then the project must be turned in to me upon return (unless previous arrangements have been made). Late assignments will be reduced 10% for each day late after the due date. **For students who have been sick, or on school-based activities; will be given an extra day plus the number of days absent.**

Presentations: Students must present on the date they are assigned in order to receive credit. If a student has an excused absence, they must present the following day to receive credit. If it is for a school activity, students must make arrangements with the teacher prior to the event to present in order to receive full credit.

It is the student's responsibility to make up for late or missing work due to absences. Students that miss exams or presentations must make arrangements to come in before or after school to complete.

Procedure for Absence: It is the student's responsibility to make arrangements for make-up tests and to find out what assignments are missed and when they are due. If the absence is for a school activity, the students must make arrangements with the teacher prior to the event to present in order to receive full credit. It is the student's responsibility to obtain the assignment(s). Missing work will be noted as a "Z" in the gradebook until the work becomes no longer able to make up and at that time a "0" will be entered.

Cell Phone Policy: All students will be required to place their cell phones in the classroom cell phone caddy upon entrance to the classroom.

Cheating & Plagiarism Policy: Academic integrity, essential to the purpose of education, functions as the basis for the relationship between students and teachers. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, use of unauthorized electronic devices during tests or quizzes, or facilitating academic dishonesty.

All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/text from the work of another student, from published sources (ex: Cliff Notes, Monarch Notes, books, magazines, newspapers, etc.) and/or from the Internet without proper documentation constitutes academic theft and will be considered cheating.

Plagiarism: "The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse, or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words"; Laurie Henry, *The Fiction Dictionary*, p. 219.

Cheating or plagiarism will result in a zero for the assignment, referral, and parental notification. If you have any questions or concerns, please make arrangements to discuss them with your teacher.

Managing Classroom Environment

Behavior Standards: This classroom is a workplace, a learning environment that requires a business-like atmosphere. The goal is to create a place and atmosphere where you, your fellow students, and I can work and learn together. Every individual student share in the responsibility for maintaining a climate where everyone's work and efforts are respected, supported, and encouraged, and where everyone respects the need to concentrate in order to create quality work and meet high standards.

As a student in the learning community, you are expected to:

1. Help create a courteous, cooperative atmosphere where everyone can concentrate on his/her work.
2. Take responsibility in making decisions regarding your work.
3. Keep your mind focused on your work and work hard all the time.
4. Be polite, courteous, and considerate of one another and one another's space at all times.
5. Support, encourage, and assist your fellow students in their learning.

6. Come to class on time every day and be prepared to participate actively.
7. Use behavior and language at all times that is appropriate to school.
8. Talk in a respectful, conversational tone and listen courteously when other students are talking or when the teacher is addressing the class or asking questions.
9. Respect the speaker, whether it is the teacher, another staff member, or another student. Do not talk while another person is addressing the class.
10. Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.
11. Do not eat in the classroom. Drink only bottled water.
12. Place phones in the cell phone caddy upon entrance to the classroom.
13. Comply with VHS dress code policy.
14. Comply with all district and school expectations and regulations.

Class Procedures: While every day can vary some in terms of agenda, the following is a summary of some of the procedures this class will routinely follow:

1. Entering the classroom: Enter quietly and place your cell phone in your backpack on vibrate or silent.
2. Please be in your seat when the bell rings and have your computer on and ready to begin. Refer to the board to see the day's lesson and begin any Bell Work that has been assigned.
3. Restroom/Water breaks: Please take advantage of your time between class to use the restroom or get a drink. You will only be permitted to leave the classroom if it's an emergency or you have a documented medical need that requires you to be out more frequently.
4. Leaving the classroom: No students will be allowed to leave class within the first 10 minutes or last 10 minutes of class. IF there is a need to leave the classroom you must first request approval from the teacher. If permitted to leave please complete the classroom sign out log along with the bathroom pass form.
5. Computer Usage: You must use the desktop computers that are provided in the classroom unless otherwise directed. You are only allowed to use the computers for school related work. Failure to abide by this policy will result in a detention and possibly further actions taken by administration. You must be given permission to use the computer to print work out. Also, you may not talk, use the computer or use the printer during any lecture or presentation.

Tardy Policy: Students will be marked tardy if they are not in their seat and ready for class by the time the bell rings. Any unexcused tardy will result in documentation in Skyward and will follow the VHS Behavior Management Plan for excessive tardiness.

1. First Tardy - WARNING - Private conference with student.
2. Second Tardy - WARNING - Private conference with student.
3. Third Tardy - PARENT CONTACT - Next offense will result in after school detention.
4. Fourth Tardy - PARENT CONTACT & DETENTION

5. Fifth Tardy - REFERRAL - See Referral Progression Plan in VHS Behavior Management Plan.