



Mrs. Shirl Williams 2017-2018

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Introduction to Digital Technology

Description and Outline

Introduction to Digital Technology is the foundational course for the Web and Digital Communications, Programming, Advanced Programming, Information and Support Services, and Network Systems pathways. This course is designed for high school students to understand, communicate, and adapt to a digital world as it impacts their personal life, society, and the business world. Exposure to foundational knowledge in hardware, software, programming, web design, IT support, and networking are all taught in a computer lab with hands-on activities and project-focused tasks.

Employability skills are integrated into activities and projects throughout the course to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards for this course. Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the digital world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as foundational knowledge to prepare students to be college and career ready.

INSTRUCTIONAL MATERIALS AND SUPPLIES

Paper

Pen or Pencil

Headphones/Earbuds (optional)

EVALUATION AND GRADING

Assignment Categories and Grade Weights		
Major	45%	Performance Assignments, Tests
Minor	20%	Projects, Quizzes
Daily	15%	Daily Work
Final Exam	20%	Final Exam

Internet Acceptable Use: Use of the Internet must be in support of education and research and consistent with the educational objectives of the Houston County School System. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Any student user not complying with the Houston County School System Internet Acceptable Use Agreement will be subject to disciplinary action.

Make-up Policy: Since all work is done in the lab, attendance is extremely important! When students are out of class, the work must be made up within 5 days of an absence. If a student does not make the assignment up within 5 days, the assignment is considered late and subject to the late/missing work policy (see the student handbook). It is the student's responsibility to obtain missing assignments after an absence. Students may need to stay before or after school to make up work. If a student is absent the day of an announced test, quiz, or assignment, the student will make-up the grade immediately upon returning to class.

Communication: I answer email, as well as return phone messages, and encourage parents to contact me regarding the education of their student. I also update Infinite Campus regularly and encourage you and your student to monitor progress in this course.

Business and Computer Science Classroom Rules:

1. Be food, drink, and gum free. It is a school policy that food, drink (except bottled water), nor gum is allowed in the classroom.
2. Be punctual. As a student in a business education class, you have a responsibility to be in class seated and ready to work when the bell rings.
3. Be productive. Use your class time wisely.
4. Be pleasant, positive and respectful.
5. Be responsible. Please treat the equipment in the computer lab with care. Students caught tampering with the equipment or network in any way will be written up and sent to the office.
6. Be alert. No sleeping or putting your head down on the tables in class.
7. No games can be brought into the lab or played on the computer.
8. This is a power-down classroom.

Disciplinary Consequences:

- 1st offense - verbal warning and Minor Incident Report
 - 2nd offense - parent contact and Minor Incident Report
 - 3rd offense - teacher detention and Minor Incident Report
 - 4th offense - office referral and Minor Incident Report
- Failure to stay for detention will result in an office referral.*

Cheating Policy: Any student caught cheating will be referred to the office under a discipline referral. Refer to the handbook for consequences.

Tardies: A student who walks into the classroom after the tardy bell has rung without a legitimate note is considered tardy. Unexcused tardies are cumulative and discipline consequences are listed in the Student Handbook.

Late/Missing Work Procedure: Assignments not turned in on time will result in a decreased score or a zero.

Course articulation:

Articulation is the process by which academic or technical credits earned through high school programs may be acceptable in transfer by various community colleges and some four-year institutions. Credits earned appear on a college transcript. This course is currently not articulated.

Tutoring: Tutoring will be available most days after school and in the morning by appointment. Tutoring is highly recommended for struggling students.

Course Standards:

<p>IT-IDT-1: Demonstrate employability skills required by business and industry.</p> <p>IT-IDT-2: Explore, research, and present findings on positions and career paths in technology and the impact of technology on chosen career area.</p> <p>IT-IDT-3: Demonstrate effective professional communication skills (oral, written and digital) and practices that enable positive customer relationships.</p> <p>IT-IDT-4: Identify, describe, evaluate, select and use appropriate technology.</p> <p>IT-IDT-5: Understand, communicate and adapt to a digital world.</p> <p>IT-IDT-6: Explore and explain the basic components of computer networks.</p> <p>IT-IDT-7: Use computational thinking procedures to analyze and solve problems.</p> <p>IT-IDT-8: Create and organize webpages through the use of a variety of web programming design tools.</p> <p>IT-IDT-9: Design, develop, test and implement programs using visual programming.</p> <p>IT-IDT-10: Describe, analyze, develop and follow policies for managing ethical and legal issues in the business world and in a technology-based society.</p> <p>IT-IDT-11: Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development and competitive events.</p>
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This syllabus may be updated as needed throughout the semester.