# Intro to Digital Technology Syllabus

# C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0292982.wmfPierce County High School

**Fall Semester 2017**

**Teacher:** Coach Boyett

**Room Number:** 626

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## COURSE DESCRIPTION

Introduction to Digital Technology is the foundational course for the Computer Programming Pathway. 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, web design, IT support, and networks are all taught in a computer lab with hands-on activities and project focused tasks. Students will not only understand the concepts, but apply their knowledge to situations and defend their actions/decisions/choices through the knowledge and skills acquired in this course. Employability skills are integrated into activities, tasks, and projects throughout the course standards 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 a foundational knowledge to prepare students to be college and career ready. The knowledge and skills taught in this course build upon each other to form a comprehensive introduction to digital world.

Introduction to Digital Technology is a course that is appropriate for all high school students. The pre-requisite for this course is advisor approval.

## FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

FBLA is a co-curricular student organization that plays an integral part in the components of the Intro to Digital Technology course standards. FBLA activities are incorporated throughout this course and the rest of the Business and Computer Science courses. Students are strongly urged to join FBLA to benefit from the wealth of opportunities the organization has to offer.

## COURSE CURRICULUM CONTENT

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| **Topics to be covered** |
| **UNIT 1 – Intro to Digital Technology** |
| **UNIT 2 – Online Safety, Digital Citizenship, and Identity Theft** |
| **UNIT 4 – Hardware** |
| **UNIT 5 – Networking** |
| **UNIT 6 – Web Design and Visual Programming** |
| **UNIT 7 – Computer Programming** |
| **UNIT 8 – Information Technology Careers and Employability Skills** |

## Supplies

Folder, Notebook Paper, Pen/Pencil, Head Phones\*, and Shoebox (for Hardware unit).

***\*Head phones will not be provided. Head phones will be required for computer activities. Students should have head phones daily. Any type of head phones, or ear buds, that plug into a computer will be sufficient. Bluetooth/wireless headphones will not work.***

## EVALUATION & GRADING

### Grading Procedures

**Course with no EOCT**

Class Work (Including daily work, projects, quizzes, and tests) = 75%

 Final Exam = 25%

### Grade Weights

Daily Work, Class Participation, Reading Across Curriculum (RAC) = 20%

Class Activities, Quizzes = 30%

Projects, Tests = 50%

 **100%**

### Final Exam Exemptions

Students may exempt the semester Final Exam in the following ways

* A student must have an average of **70** or above
* A student must miss no more than **2** days in the semester.

## COMMON ASSESSMENTS (CA), PROGRESS REPORTS, & REPORT CARDS

**Pre Test:** August 7-11

**Progress Report 1**: September 8

**Common Assessment 1:** September 25-29

**Report Card:** October 19

**Progress Report 2:** November 15

**Post Test:** November 27-30

**Final Exam:** December 18 & 19

***CLASSROOM RULES***

* Listen/follow directions the first time they are given.
* Talking back to the teacher will not be tolerated.
* Respect your teacher and your classmates
* No food, drinks (water), or candy in the Lab.
* Do your own work and do not give copies to other students. Student(s) caught cheating on any assignment will receive a zero (0) as a grade on that assignment. Parents will be notified. Appropriate disciplinary consequences will be enacted.
* **Acceptable Use Policy and Internet Policy must be adhered to, STUDENT HANDBOOK pp. 22-25**
* Only (2) out of class per week is allowed, unless there is a documented medical reason.

I fully expect these rules to be followed at all times. If you fail to follow these rules, you will receive one verbal warning. If the inappropriate behavior does not cease, you will be disciplined according to the rules of the Student Handbook. A classroom should be a safe and positive environment where learning is the top priority!

## Classroom Procedures

* Get to class on time. If you are not in your seat when the tardy bell rings, you will be marked tardy.
* Enter the room in an orderly fashion. Sit in your assigned seat. Read the Essential Question(s), begin your Keyboarding assignment, and then check Google Classroom for your daily assignment.
* Be quiet while the teacher, or your classmate, is speaking.
* Assignments that are turned in a day late will be lowered by 10 points. After one day, the assignment will not be accepted for credit. If you are missing any assignments at the end of the grading period, the assignments will not be accepted for grading. You are held accountable for all assignments.
* If you are absent, you are still responsible for the work that you miss. If your absence is excused, you have three days to complete the work. Extensions will be given only for extenuating circumstances (death in the family, medical emergency, etc.). Tests/Quizzes, if announced before an absence, must be made up the day you return to school.
* The teacher dismisses you, not the bell! Before you dismiss, you must be in your seat. Only then will you be dismissed. No excuses will be written to your next teacher for these actions.
* Workstation must be cleaned and materials returned to proper places before being dismissed.
* \*The Internet is to be used only when given a specific assignment or directions. Do not get on any Internet website unless the teacher has given you permission.
* If you have a discrepancy with your grade, assignment, or with the Teacher, please write me a note or make an appointment to speak with me before or after school to address your concerns. I will also be available to meet during 4th Block most days. Any teacher meetings should be scheduled in advance, not the day of the requested meeting.
* **Hallway Passport in the back of Student Handbook must be used to be excused from class.**
* **Accept the responsibility for your own successes and failures. Keep up with your class progress on Infinite Campus. The teacher will not baby sit you and beg for missing assignments. “Failure is not an option unless you make it one!”**

\*Revised 8/1/17

*Pierce County School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations.*

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**Sign and Return the Form on the Next Page**

**THE TEACHER RESERVES THE RIGHT TO MAKE CHANGES IN CONTENT AND/OR GRADING PROCEDURES AT ANY TIME, AS NEEDED.**

**I HAVE READ AND UNDERSTAND THE COURSE REQUIREMENTS, GRADING PROCEDURES, AND RULES FOR INTRO TO DIGITAL TECHNOLOGY.**

***INTRO TO DIGITAL TECHNOLOGY***

##### Student’s Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Parent Signature Date Student Signature Date*

Parent’s E-mail Address \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_