

SOUTH FORSYTH HIGH SCHOOL COURSE SYLLABUS

2018-2019

Course Title: Intro to Digital Technology (IDT) **Email** vhart57@forsyth.k12.ga.us

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Room: 232

Course Description:

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 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 the foundational course for Web & Digital Communications, Programming, Advanced Programming, Information Support & Services, and Network Systems pathways.

Future Business Leaders of America (FBLA)

All students in Business & Computer Science Pathway courses are *strongly encouraged* to join FBLA which is the career and technical student organization (CTSO) associated with our classes. FBLA is the oldest and largest CTSO in the US boasting over 230,000 student members. Georgia FBLA has the largest membership in the US at 23,000+. FBLA tools and activities will be integrated into class because it is a co-curricular organization and supported in the GPS standards. Some of these activities will be graded assignments, even if the student is not a member of FBLA. Membership benefits include scholarships, leadership conferences, networking opportunities, resume building (BAA), and competitive events. FBLA is open to all students on campus and offers numerous opportunities to those who participate.

Dress for Success: Career and technical education pathways in Forsyth County incorporate Dress for Success Days throughout the school year. These experiences allow students to foster confidence and continue to develop a positive self-image, while understanding the importance of dressing well for their future profession. At certain intervals throughout the course, students will analyze industry standard of the profession and study the importance of dressing well for a job interview. This will culminate into being fully prepared for Community Mock Interviews which occur as students complete a career pathway.

Industry Credentialing/End of Pathway Assessments: Students are encouraged to select a career pathway beginning in the ninth grade that is connected to college and career goals. This course is one of three courses in the career pathway chosen by a student. At the conclusion of the third pathway course, students will be required to take an industry credentialing End of Pathway Assessment. This assessment provides students an opportunity to demonstrate what they have learned by completing an online, nationally recognized exam. Students who complete a pathway and earn an industry credential by passing the assessment will receive a graduation cord to signify their achievement.

IB Learner Profile: The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The IB learner profile represents 10 attributes valued by IB World School (inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risktakers, balanced, reflective). We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Learning Resources/Textbook(s):

GMetrix for Microsoft certification
Various other Internet resources

Availability for Extra Help: Available before school and after school most days. Notify in advance to ensure availability or to receive an IF pass.

Supply Requirements:

Pen/pencil, folder with pockets, headphones or earbuds.

Makeup Work: All missed work and assessments are the responsibility of the student. A student who is absent on the class day before a regularly scheduled assessment will be responsible for completing it on the regularly scheduled day and time. Students who have been absent more than two consecutive days (including the assessment day) will be given five (5) school days to make up the assessment and/or other assignments. This does not include projects, research papers, etc., where the deadline has been posted in advance.

Semester Grade Calculations:

Course Average = 50% (1st Sem. Course Work) + 50% (2nd Sem. Course Work).

1st and 2nd Semester Course Work = 75% Summative = 25% Formative

Depending on the length of each unit, there will be 3-5 formative grades, 1-2 test/project grade, and a weekly Work Ethic grade (see p. 4).

Grading Policy:

A = 100-90

B = 89– 80

C = 79–70

Failing = Below 70

Work Ethic Agreement:

CTE teachers are charged with preparing students to face the demands and expectations of the work place and higher education. Each day, students should approach the classroom ready to learn and consider themselves *in training* for future careers. Proper behavior and etiquette are a part of this training. Therefore, students earn a weekly Work Ethics grade which is a reflection of their willingness to cooperate and participate in a productive learning environment and adhere to the

behavior expectations in the classroom. See page 4 of this document, read, sign, and return to teacher.

Attendance Policy:

Refer to the school website for the attendance policy for all students. It will be enforced.

Standards:

IT-IDT-1

Demonstrate employability skills required by business and industry.

IT-IDT-2

Explore, research, and present findings on positions and career paths in technology and the impact of technology on chosen career area.

IT-IDT-3

Demonstrate effective professional communication skills (oral, written, and digital) and practices that enable positive customer relationships.

IT-IDT-4

Identify, describe, evaluate, select and use appropriate technology.

IT-IDT-5

Understand, communicate, and adapt to a digital world.

IT-IDT-6

Explore and explain the basic components of computer networks.

IT-IDT-7

Use computational thinking procedures to analyze and solve problems.

IT-IDT-8

Create and organize webpages through the use of a variety of web programming design tools.

IT-IDT-9

Design, develop, test and implement programs using visual programming.

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.

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.

Print Student Name: _____

(Return this signed page only)

Work Ethic Agreement for IDT Classroom*

Students will receive a weekly work-ethic grade based upon participation and behavior during class. Please review the following work-ethic infractions list to review the points deducted for each item. The teacher enforces these rules of conduct in preparation for the work place and high education where superiors will expect these baseline behaviors and responsibilities.

Infraction	Point deduction for each observance
Unprepared for class (no supplies/tools)	5
Inefficient use of class time (off task)	10
Use of electronic devices without permission	10
Failure to dispose trash/food or writing on desk	5
Uncooperative attitude with peers	10
Disrespect/Insubordination toward teacher	15
Tardy per instance (unexcused)	10
Mistreatment of school property	10
Out of Seat and/or Disrupting others	10
Wearing hat in classroom	5
Throwing ANY item in the classroom	5
Failure to listen and follow directions	5

Total _____/100

I have read the Work-Ethic infractions and reviewed them with my child. We are aware that each week a Work-Ethic grade will be given following the guidelines set forth.

Parent/Guardian Signature: _____

Student Signature: _____

Date: ____/____/2018

***IT-IDT-1**

Demonstrate employability skills required by business and industry.