Henry County High School / Academy for Advanced Studies

INTRODUCTION TO DIGITAL TECHNOLOGY

COURSE SYLLABUS

COURSE TITLE........**INTRODUCTION TO DIGITAL TECHNOLOGY**   **TERM**........... **SEMESTER**

TEACHER................**MRS. MAXINE MARSH, ED.S.**   **ROOM**.......... **#403**

Email Address	maxine.marsh@henry.k12.ga.us
Teacher Web Page	http://schoolwires.henry.k12.ga.us/Page/18713
Teacher Support	Help sessions are available……….…… Tuesdays and Thursdays 3:30 pm – 5:00 pm – Room #403

COURSE DESCRIPTION

Introduction to Digital Technology is the foundational course for Web & Digital Communications, Programming, Advanced Programming, Information 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 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.

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

COURSE CURRICULUM CONTENT

Course Standards

COURSE STANDARDS	UNITS/TOPICS
IT-IDT – 1 Demonstrate employability skills required by business and industry	**1st Nine Weeks:** 1. FBLA – leadership development, community service, and employability skills
IT-IDT - 2 Explore, research, and present findings on positions and career paths in technology and the impact of technology on chosen career area.	2. Online safety and digital citizenship 3. Emerging and future technology 4. Hardware and software 5. Problem solving, flowcharting and algorithms
IT-IDT-3 Demonstrate effective professional communication skills (oral, written, and digital) and practices that enable positive customer relationships.	6. Visual programming 7. Employability Skills 8. Information Technology Careers: Programming, Gaming, and Software Development
IT-IDT-4 Identify, describe, evaluate, select and use appropriate technology.	
IT-IDT-5 Understand, communicate, and adapt to a digital world.	**2nd Nine Weeks:** 9. FBLA – entrepreneurship development, competitive events, professional communication
IT-IDT-6 Explore and explain the basic components of computer networks.	10. Operating systems 11. Customer relationships
IT-IDT-7 Use computational thinking procedures to analyze and solve problems.	12. Networking basics 13. Online resources 14. Web design
IT-IDT-8 Create and organize webpages through the use of a variety of web programming design tools.	15. Ethics, legal issues, and cyber security 16. Information Technology Careers: Network Systems, Information Support & Services, and Web & Digital Communications, Computer Forensics
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.	

INSTRUCTIONAL MATERIALS AND SUPPLIES

Published Materials	Instructional Supplies
Discovering Computers 2009, Shelly Vermaat Discovering Computers Online Companion	3-ring binder, paper, pen or pencil, headphones

EVALUATION AND GRADING

Assignments	Grade Weights				Grading Scale
Classwork & Homework Quizzes, Labs & Work Ethic	Practice Work – Daily Assignments/ Classwork/ Homework /formative assessments/Quizzes/Work Ethic	20%	**Course Final Average**		A: 90 and above
Projects Unit Tests	Assessment Tasks - Projects/Tests/Summative unit assessments	60%	**80%**		B: 80 – 89 C: 74 – 79 D: 70 – 73
Final Exam	Semester Summative Assessment Tasks	20%	**EOCT/Final Exam** **20%**		F: 69 or below

OTHER INFORMATION

Expectations for Academic Success	Additional Requirements/Resources
1) Complete daily classwork assignments 2) Participate in class discussions and ask questions 3) Participate constructively as a team member 4) Problem solve and accept challenges 5) Challenge yourself to continuously improve	• Acceptable Computer Use Policy • Tutoring Available • Follow Work Ethic Guidelines and "Dress for Success"

The syllabus may be updated as needed throughout the semester.

ACCEPTABLE USE POLICY:

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All students must agree to the acceptable use policy before using computer technology at Henry County High School. The "Acceptable Use Policy" states, "The Internet is intended for education purposes only.   It is against school policy to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Students may not access E-mail or chat sessions or computer hacking web sites of any kind. Students may not upload or download any software, etc., or make changes to any part of this computer. This includes but is not limited to the hard drive. By logging into this computer, YOU ARE ACCEPTING RESPONSIBILITY of what Internet sites is viewed and any other inappropriate activities that may occur. All violations of the county and school ACCEPTABLE USE POLICY will result in a disciplinary referral to the Administration of Henry County High School."

BEHAVIOR EXPECTATION:

Class Rules

Be Polite
Be Prompt
Be Positive
Be Prepared
Be Productive

CLASS POLICIES:

1) Computers are for classroom instruction only – email, forums, *Facebook*, *MySpace*, *Twitter,* chat, games, material of pornographic nature, drug-related content, or any material not specified by the instructor as class-related must not be accessed with the school's computers. Violation of this will cause you to lose computer access privileges. Students must follow all rules in the Henry County High School and Henry County Schools Acceptable Use Policies for computer use.

2) Be on time! Students are expected to be in their seat when the bell rings and are expected to stay there, otherwise a tardy will be recorded. The Administration at Henry County High School will handle consequences for tardiness.

3) Respect the property of others while in the classroom.

4) Do not touch anything on the teacher's desk without permission.

5) Participate in class! Nothing will help you to understand the material better than to engage actively in all activities, discussions and projects – you will get out of this class what you put into it!

6) There shall be NO EATING OR DRINKING in this Computer Lab – this includes gum, candy, cookies, chips, etc. Students may have a bottle of water as long as they set it on the floor away from the computers.

7) Students my not leave the Lab without an approved HCHS pass.

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8) DO NOT work on assignments or course work from any other class. Your complete attention will be required during every class period.

9) DO NOT roll around on the chairs.

10) Horse playing in the Lab is strictly prohibited.

11) Cell phones, iPads, iPods and other electronics are not to be seen or heard in class unless assigned.

12) Academic honesty is paramount! CHEATING WILL NOT BE TOLERATED and will result in an AUTOMATIC ZERO. This includes homework, quizzes, projects, tests and exams. Please read the Henry County High School Plagiarism Policy.

➤ Students are expected to conform to all rules and regulations of the Henry County High School /Academy for Advanced Studies and Henry County Schools Student Handbook.

CONSEQUENCES:

Consequences of failing to follow these course policies may include a phone call/e-mail home to a parent/guardian; teacher detention; administrative detention; and administrative referrals. Serious offenses will result in an immediate referral.

Discipline Policy for Rule Violation:

- ✓ 1st Offense: Warning
- ✓ 2nd Offense: Parent Contact
- ✓ 3rd Offense: Detention and Parent Contact
- ✓ 4th Offense: Referral to Administrator

➤ Serious violations will result in immediate office referral or other appropriate response based upon students' actions.

A note to students-

I look forward to working with each of you. I hope that you find this to be an interesting class and learn a lot from the course. I encourage you to see me at any time if you have questions or concerns about the course or any of the material. I will always be glad to schedule a time to help you if you are ever struggling with anything in the class. Please do not hesitate to ask for help!

A note to parents/guardians-

Please feel free to contact me to discuss any questions or concerns about your child's progress in this class.

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COMMITMENT AND CONTACT INFORMATION:

By signing below, I am stating that I have read, understood, and I will encourage my student to adhere to the class syllabus and behavioral expectations. I also understand that I am encouraged to contact the instructor if I have questions or concerns about my student's performance in this course.

By signing below, I am stating that I have read, understood, and will adhere to the class syllabus and behavioral expectations. I also understand that if at any time during the semester I have questions or concerns about this course I will ask the instructor.

_____
Parent/Guardian Name(s)

_____
Student Name

_____
Parent/Guardian Signature

_____
Student Signature

_____
Parent/Guardian Home Telephone Number

_____
Student E-mail address

_____
Parent/Guardian Cell Phone Number

_____
Student Cell Phone Number

_____
Parent/Guardian Work Phone Number

_____
Class Period

_____
Parent/Guardian E-Mail address

_____
Date

_____
Date

Parent Comments: _____

_____

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