



Introduction to Digital Technology



SYLLABUS

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Course Description

Introduction to Digital Technology is the foundational course for the Information Technology (IT) pathway. The course is designed for high school students as a gateway to the career pathways above, and provides an overview of many technology skills required for numerous jobs in virtually all modern-day career fields. Knowledge of computer components, the impact of the digital age, and technology proficiencies demanded by business & industry combine to establish the elements of this course. Emphasis is placed on developing proficient fundamental computer skills for all career pathways. Students will learn essentials for working in nearly any technical career field of their choosing. The intention of this course is to prepare students to be successful in both personally and professionally in an information-based society.

Methods of Instructional Learning

Published Materials	Instructional Supplies
Handouts	Headphones (Full headsets, earbuds, etc.)
Online modules and online textbook (In class)	Pen or pencil and paper

Future Business Leaders of America (FBLA)

FBLA is a co-curricular student organization in Business and Computer Science that promotes leadership, career planning, community service, and employability skills. FBLA prepares students for “real world” professional experiences as well as networking opportunities.

FBLA provides learning experiences outside of the classroom. Opportunities for scholarships, leadership training, and travel are just a few of the many benefits of FBLA. Membership is strongly encouraged for all students enrolled in a business course. **The last standard of the course is FBLA related and these employability/leadership skills are required components of all business courses.** FBLA activities and lessons will be incorporated into the class curriculum. **Please encourage your child to become a member so that he or she will receive credit and recognition for his/her accomplishments from Georgia FBLA and be able to list them on future job applications, scholarship applications, and resumes.** All other club activities outside of the classroom are optional. Members may choose their level of involvement outside of the classroom, but active membership is strongly encouraged. FBLA membership dues are \$20, including a t-shirt, and are due Friday, September 8th to Mrs. Rizoti, room 353.

Technology Education Grading Policy

Summative = 60 %
Formative = 40 %

Semester classwork total average = 80%
Final Exam total average = 20%
Total Average Semester Grade = 100%

Attendance and Make-up Work

Please see Code of Conduct for attendance and make-up work policy.

Final Exam Exemption Policy (Subject to change at any time)

To be offered the opportunity to exempt a final exam, a student must:

- A. Have zero absences for the entire semester in that class and a semester average for that class of at least 80%
- B. Have not more than one absence for the entire semester in that class and a semester average for that class of at least 85%.
- C. Have not more than two absences for the entire semester in that class and a semester average for that class of at least 90%.
- D. Have not more than three absences for the entire semester in that class and a semester average for that class of at least 95%.
- E. Be free and clear of all fines, charges, etc.

NOTE: Being suspended from school, assigned to ISS, having corporal punishment or having more than five tardies and/or early checkouts or a combination of both in any class during the semester makes a student ineligible for exemption. (**NOTE: THIS POLICY DOES NOT INCLUDE ANY COURSE THAT REQUIRES AN E.O.C.T. THOSE ARE ALWAYS MANDATORY**)

Tardy Policy

Students are expected to be in the classroom when the bell rings. Students who are tardy will be sent to the office to receive a tardy slip before being allowed to enter the classroom.

Computer, Internet Usage, and Plagiarism Protocol

This course is taught in a computer lab. Computers will be used on a regular basis to complete assignments and enhance student learning. Additionally, they must comply with lab rules at all times while using the computers. See the attached lab rules for details.

Plagiarized work must be resubmitted. For the first offense a student may rewrite an assignment for a grade no higher than a 70. Each offense after, they will receive a 0 with no rewrite.

Students are expected to complete work **while in class**. Points will be deducted 10 points daily for students who are present and submit work after the assignment is due. Students who have an **EXCUSED ABSENCE** will have 3 extra days to complete their assignments.

Content/Standards

IT-IDT-1 Employability Skills	IT-IDT-7: Computational thinking
IT-IDT-2 Explore IT related careers	IT-IDT-8: Web Design
IT-IDT-3 Professional Communication	IT-IDT-9 Visual Programming
IT-IDT-4 Use Appropriate Technology	IT-IDT-10 Ethics & Legalities in Technology
IT-IDT-5 Understanding the Digital World	IT-IDT-11 FBLA experience and learning
IT-IDT-6 Basic Computer Networks	

Guidelines & Expectations for Academic Success

1. Complete daily class assignments and turn in on time.
2. Participate in classroom discussions and ask questions.
3. Problem solve and accept challenges to improve yourself.
4. Participate constructively as a team member.
5. Students are expected to create their own work.
6. If student needs additional time to completed assignments and projects, arrangements should be made to come in before or after school to complete class work.
7. **READ COMPUTER LAB RULES CAREFULLY AND HAVE PARENT OR GUARDIAN SIGN AND RETURN TO SCHOOL BY January 12, 2018.**

PICKENS COUNTY NON-DISCRIMINATION POLICY

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students, parents, employees, and the general public are hereby notified that the Pickens County Board of Education does not discriminate in any educational programs or activities or in employment policies

