Chattahoochee High School

Introduction to Digital Technology

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**course Syllabus**

**Course Title: Introduction to Digital Technology Textbook: N/A**

**Pathway: Information Technology (IT) room # G120**

**Course Description:** Introduction to Digital Technology is the foundational course for all IT 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. Students are expected to join.

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.

**Georgia Performance Standards**

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| --- |
| 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. |

**Career, Technical and Agricultural Education (CTAE) Department**

**Grading Scale**

|  |  |
| --- | --- |
| Grade | Range |
| A | 90 - 100 |
| B | 80 - 89 |
| C | 70 - 79 |
| D | 69 & below |

**Grade Distribution: Student grades in all CTAE classes will be based on the following system:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Weight** | **Description** | **Expected Time to return grades to students** |
| Summative Assessments | 50% | 50% Unit Tests, Major Unit Projects | Tests: 5 School Days  Projects: 7-10 School Days |
| Formative Assessments | 20% | Quizzes, instructional labs | 3 school days |
| Progress Reports | 10% | Classwork, Reflections, progress checks | 3 school days |
| Final Exam | 20% | Cumulative final exam for Fall and Spring semesters |  |

**Fulton County School Board Policy Grading and Reporting System Provision for Improving Grades**

1. Opportunities designed to allow students to recover from a low or failing cumulative grade will be allowed when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements including attendance. Students should contact the teacher concerning recovery opportunities. Teachers are expected to establish a reasonable time period for recovery work to be completed during the semester. All recovery work must be directly related to course objectives and must be completed ten school days prior to the end of the semester.

2. Teachers will determine when and how students with extenuating circumstances may improve their grades.

**CTAE Department Provision for Grade Improvement Policy**

Students who have received a grade below 75% on a major test/project have the opportunity to recover their grade through the Grade Improvement process.

• The maximum grade that can be earned is 75%. • Students must initiate the recovery process.

• Once notified of the low grade, students have up to 10 days to initiate the recovery process.

• Students are allowed one attempt at recovery per major assessment. All recovery work must be completed

10 days before the end of the semester.

• In the case of an honor code violation on a major assessment, the grade will stand as a zero with no

eligibility for recovery on that assignment.

• The individual teacher will determine the means of recovery.

• Students can have no more than 5 unexcused absences from the class.

• All missing work/zeros must be made up before the recovery process can begin.

**Late/Missing Work**

• Work that is turned in after the deadline will receive a maximum grade of 75%.

• Work that is missing will receive an NHI (not handed in).

• If the missing work is not submitted within 10 days from the initial deadline, the NHI will be changed to a zero.

**Tardy Policy**: You are expected to be in class and ready to work when the tardy bell rings. We will follow the tardy policy as directed in the Chattahoochee student handbook.

**Help Sessions & Conferences**: If you fall behind or need extra help/time, see Mrs. Austin to set up a help session. I encourage all students who have questions to see me for extra help as soon as they need it!

**Computer Usage Policy:**

1. I will limit my use of technology in school to the educational objectives established by my teachers;

2. I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information;

3. I will follow the rules on network etiquette, which includes the use of appropriate language and polite responses. I will not use abusive language of any type, including swearing and namecalling;

4. I will not share my home address or phone number with another user for any purpose;

5. I understand that information received on-line is private property, unless specified. I will not plagiarize information received in any form;

6. I will not use or access another person's account, and I will not share my password with anyone else;

7. I will not attempt to bypass the security built into the system or network, and I recognize that doing so will result in immediate cancellation of my privileges as well as disciplinary measures dictated by this school’s administration;

8. I will not interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using a network to make unauthorized entry to any other machine accessible via a network;

9. I will not use technology access provided by Fulton County Schools for illegal purposes of any kind;

10. I will not use technology access to transmit threatening, obscene, or harassing materials

11. I will not engage in any on-line chat rooms nor play any on-line games unless specifically authorized to do so by my teacher for educational purposes;

12. By signing this waiver and consent, I understand and agree that Fulton County Schools will not be held responsible if I participate in any such activities;

13. I understand my responsibility as a user of telecommunications. I have read the above rules and realize that any infraction will cancel my user privileges and may result in further disciplinary action, including suspension from school.

14. I agree to adhere to any additional computer usage policies as set forth in the school agenda.

***Text***

There is no textbook for this course, we use various web-based programs for the curriculum

***Program Expectations***

**CLASSROOM RULES OF CONDUCT:** In addition to the items below, please review the section regarding conduct in your Student Handbook.

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| **Expectations for Academic Success** |
| 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 |

**YOUR SUCCESS ☺:** Most students will find this course enjoyable and enlightening. If you feel that you need additional help, don’t hesitate to notify me IMMEDIATELY. I am always willing to work with you one on one to ensure successful mastery of the course material.

***CTAE End Of Pathway Assessment (EOPA)***

The Georgia Department of Education has made available an End-of-Pathway Assessment to ascertain the competence of our Career Technology students. The End-of-Pathway Assessment measures the level of technical skill attainment of each career pathway completer. The End-of-Pathway Assessment will be administered to all CTE students who have finished or are finishing a pathway. The End-of-Pathway Assessment will be administered in April and students that pass the test will receive an industry-recognized certification. Seniors who pass the test will receive a special CTE cord to wear at graduation.