Chattahoochee High School

Introduction to Digital Technology (IDT)

Mrs. Deborah Austin, Ed.S

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course Syllabus

**Course Title** **Introduction to Digital Technology** Textbook: None

Pathway: Information Technology room # G118

### 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. |

**Evaluation and Grading**

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| --- | --- | --- |
| **Grading Categories** | **Grade Weights** | **Grading Scale** |
| Major Assessments  Minor Assessments  Other  Final Exam | Tests/Projects/Skill Competencies 50%  Quizzes/Unit Assignments/Classwork 20%  Other – Online Programs/Simulations 10%  Final Exam 20%  100% | A: 90 and above  B: 80 – 89  C: 70 – 79  F: 69 or below |

**Program Expectations**

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

* **☹ FOOD AND BEVERAGES ARE NOT ALLOWED IN CLASS.**
* **☹ CELL PHONES, IPODS, MP3 PLAYERS, ETC ARE NOT ALLOWED IN CLASS**

**(Unless instructed to use)**

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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 Gradebook & Assessment Policies – Introduction to Digital Technology***

**Major Assessments- 50%**

* Tests- 5 school days to grade & return
* Projects- 7-10 school days to grade & return

**Minor Assessments- 20%**

* Unit Assignments- 3 school days to grade & return
* Classwork assignments

**Other- 10%**

* AES Education & other virtual programs - 3 school days to grade & return

**Final Exam- 20%**

***Fulton County School Board Policy IHA 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 and complete the recovery

work.

• 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 permanently.

***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. It is 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.

**Please return this page, signed, by August 18, 2017. This is an assignment**

By signing the contract below, I acknowledge that I have read and understood this syllabus for

Introduction to Digital Technology with Mrs. Austin.

**I also understand that:**

• The primary expectation for students in my classroom is to be focused on Marketing the entire class period.

• Students can expect that the instructor will provide the following: A safe environment that is conducive to learning, a healthy mix of written assignments and communicative activities, fair evaluations that test the exact objectives of the given unit, knowledge of the exact grading criteria for any assignment and finally the student can expect that Mrs. Austin will give 100% every day to facilitate the learning of her students.

• All devices (phones, tablets and computers) must be used solely for the content that has been assigned by Mrs. Austin

• The student is responsible for all instruction whether present or absent.

• The student is responsible for turning in all work when it is due and making up any missed assignments.

• Help sessions are available from Mrs. Austin.

I understand that academic integrity creates a strong academic and ethical environment at Chattahoochee High School. I pledge that I will be personally responsible for upholding the values of academic integrity by being honest and not tolerating academic dishonesty.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(I understand my responsibility regarding make-up work)

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(I have read and discussed the syllabus with my son/daughter.)