



*Career, Technical and Agricultural Education
Newton County Schools
Course Syllabus*



Information Technology Career Cluster

See below for pathways for which this course is foundational.***

INTRODUCTION TO DIGITAL TECHNOLOGY

Course Number: 07.42600

Prerequisite: Advisor Approval

Year: 2015-2016

Instructor: Ashley Dawson

School Name: Newton College & Career Academy

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Room Number: 3.346

Planning Period: 8:00 – 9:10a

Phone: (678) 625-6769 ext. 6599

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.

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

Textbook(s)/Workbook(s)/Electronic Media:

Enhanced Discovering Computers, Complete 2012, Your Interactive Guide to the Digital World, 2012 Edition, 1st Edition (2012). Course Technology, Cengage Learning.

HTML, XHTML, and CSS: Introductory, 6th Edition (2011). Course Technology, Cengage Learning.

Canvas-A Learning Management System will also be utilized in presenting the course material to students in an ONLINE FORMAT. Internet access outside of the classroom will be required. The Georgia Virtual Learning website along with other Internet websites and resources may also be utilized.

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Course Outline:

- Employability Skills
- Career Technical Student Organization
- Online Safety and Digital Technology
- Emerging and Future Technology
- Hardware, Software and File Management
- Problem Solving, Flowcharting, Algorithms, Game Development
- Analyzing & Solving Problems
- Visual Programming
- Info Technology Careers
- Operating Systems & Binary
- Enabling Customer Relationships
- Networking Basics
- Online Resources
- Web Design
- Ethics, Legal Issues & Security

Grading Procedures:

Grading Scale	Categories
A = 90-100 B = 80-89 C= 70-79 F= Below 70	Ethics/Reading/Writing/FBLA = 10% Daily Assignment = 25% Projects = 30 % Course Assessemnts = 10 % District Assessment = 10% Final = 15%

Attendance Policy:

Students enrolled in CTAE classes are expected to follow the same guidelines for attendance as exemplified in the world of work and/or post-secondary educational institutions. Students in the Newton County School System follow the guidelines (approved by the Board of Education) related to absences and opportunities for students to make up missed work. Students and parents/guardians should refer to the specific course syllabus and the Student Handbook for additional information.

Classroom Expectations:

Students enrolled in all CTAE classes are preparing to compete in the world of work and/or for a post-secondary education. Therefore, all work must exhibit a professional level of competency. Since honesty is expected in the work place, CTAE instructors demand a high level of expectation with each student being responsible for his/her own work; therefore, plagiarism will not be tolerated. In order to provide quality and up-to-date instruction, various types of equipment are necessary. Students must use all equipment in the proper manner, respecting all property associated with the CTAE labs/classrooms, as well as the property of other students. Another aspect of preparing students for success in future endeavors is the expectation of appropriate career related attire and appearance. Students are expected to dress appropriately for school, community and business functions. (Additional classroom expectations may apply.)

Key Vocabulary Words:

Relevant vocabulary words will be emphasized throughout this course; these words may often be important in other courses, including non-CTAE courses. Students will be introduced to these key

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words in context of various units of instruction and students may also access the words through the following methods:

- Teacher Learning Management System (Canvas & Quizlet)
- Student share drive or email
- Flash drive (student)
- Printed copy as requested from teacher

Information for Parent(s)/Guardian(s):

It is the goal of Newton County educators to provide students with the appropriate background knowledge in order to be successful when taking different local, state, and national standardized tests. Research indicates that information introduced, received and reviewed in a repetitive manner provides students with an opportunity for greater success in the assessment arena. Therefore, vocabulary will be stressed throughout this and all CTAE courses as well other key academic core classes.

Parents/guardians may obtain a list of key vocabulary words relevant to this course through the following media:

- Teacher Learning Management System (KP Compass/Quizlet)
- Digital copy for student(s)
- Printed copy as requested from teacher

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Syllabus Confirmation

(A copy of this document will be kept on file by the teacher of this course.)

I have read the course syllabus and understand information contained therein.

Student's Printed Name

Student's Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Contact Information:

Cell: _____

Home: _____

Work: _____

E-mail: _____

Parent/Guardian Signature

Date

My child has access to an internet-connected device (computer, tablet, mobile phone, etc.) outside of the classroom?

(Please circle one answer)

YES or NO

Work Ethics Grade
Ms. Dawson – Business & Computer Science

Each student will begin this semester with 100 points for their Work Ethics grade. You will lose points when you are not staying focused on the completion of assignments in and during class time because of the following offenses.

One or more points for each offense will be taken from your grade for the following:

- ❖ Being disrespectful to teacher and/or classmates
- ❖ Playing games when not appropriate or without teacher permission
- ❖ Not participating in class and/or sleeping
- ❖ Being disruptive/talking

Special Internet Rule

The internet is on the computers for specific purposes only. You should only be on the internet if you have been given verbal permission to do so or if your textbook instructs you to do so. If you are caught surfing the internet (not using the internet for a specific educational purpose), you will lose **FIVE** points for each incident after being given ONE warning.

All of the above offenses coincide with the Classroom Procedures section of your course syllabus and therefore are subject to not only loss of points, but also detention or office referral.

****Additional offenses can be added at the instructor's discretion/direction.****

Remember – Right now you have a 100.
It's up to you to keep it!!

I have read and understand the above information.

Student Signature _____
Parent Signature _____

Date _____
Date _____