**Warner Robins High School**

**Department of Career Technical Agricultural Education**

**Ms. Allison Risaliti 2019-2020 Course Syllabus**

**Course Title:** Introduction to Digital Technology

**Classroom Location:** V69

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**Planning Period:**  6th Period

**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.

**Future Business Leaders of America (FBLA)**

FBLA is a co-curricular student organization that plays an integral part in the components of the Introduction to Digital Technology course standards. FBLA activities are incorporated throughout this course and the rest of the Business and Computer Science courses. Students are strongly urged to join FBLA (cost is $25 and includes a t-shirt) to benefit from the wealth of opportunities the organization has to offer.

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| **Course Standards** | |
| 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. | |
| **Units/Topics** | |
| **Semester 1:**   1. Computer Basics 2. Introduction to the Internet 3. The Design Process 4. Digital Citizenship 5. Online Safety 6. Career Exploration | **Semester 2:**   1. Web Graphics 2. HTML Tags and Structure 3. Page Layout Design 4. Site Structure and Links 5. Working with Images 6. Margins, Borders and Tables |
| **Career Opportunities** | Computer Support Specialists  Web Developers |
| **End of Pathway Assessment** | Adobe Dreamweaver |

**Student Responsibilities**

* This is a business class; you will be expected to conduct yourself in a business-like manner and use employability skills. Employability skills are those traits that are looked upon favorably by an employer: positive attitude, neat appearance, good work habits, etc. The CTAE Department at WRHS will help you develop these traits so that you will be better prepared for college or a career.
* Show RESPECT for adults and fellow students. Inappropriate language/behavior (i.e. hitting, kicking, cursing, yelling, etc.) will not be tolerated. Each student is expected to treat every student, classroom aid, and teacher with respect.
* Students are expected to participate in class discussions. The teacher will raise or lower a student’s grade based on the amount and appropriateness of a student’s participation. Student participation is required and students will be called on to answer questions. Student participation is integral to our class and your grade.
* In order to enhance student learning, students will use the Internet daily as a resource tool for this class. All student access to the Internet will be under the direct supervision of the teacher. While in a Business and Computer Science lab, students will comply with all Houston County Schools guidelines. Failure to follow county mandated guidelines would result in punishment that ranges from loss of privileges to administrative referral. The school will restrict access by minors to inappropriate materials on the Internet. The school will monitor and use tracking methods to insure that minors do not participate in unauthorized or illegal measures while on line. MAIN POINT: IF IT IS NOT FOR SCHOOL, DO NOT USE SCHOOL COMPUTERS.
* Bring Your Own Device (BYOD) encourages students to bring their personal technology tools to school to use for learning. BYOD is a voluntary program for our teachers and students. The district/school is not liable for loss, damage, misuse or theft of personally owned devices brought to school. When the teacher permits the use of BYOD, Students will only use appropriate educational applications on their device as determined by the teacher. Students are not to call, text message, email, post to social networks, listen to music, watch videos, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family unless it is part of the classroom instruction. Student’s devices must be registered and are permitted to access only the school’s network, not private networks. Students not following expectations for use of personal devices will face school disciplinary measures.
* Students are expected to bring all materials to class every day. If a student fails to bring necessary materials, they will receive a detention. Required Materials are a notebook, black pens, and a positive attitude. Students are asked to bring the following classroom donations: Tissues, Disinfectant Spray/Wipes, Peppermint Candies, Old Monopoly, Life and Scrabble Games and Reams of Paper (8 ½ by 11, any color).
* Students are expected to be in his/her seat and working on the sponge activity when the tardy bell rings. Good employees are rarely late for work and are usually early.
* No food or drinks allowed at any time in the classroom (this includes gum). Water will be allowed in a closed container that must be kept on the floor.
* The last five minutes in the period are for cleaning your work station, returning your books to the proper shelf. At the end of each class period, each student is to leave his or her workstation clean and orderly. Books and materials are to be returned to the assigned area at the end of the period. If your workstation is left unclean it will result in a detention.
* The teacher dismisses class, not the bell. Do not gather belongings or leave your seat until instructed to do so. When dismissed, push the workstation chair in and leave the room in a calm and orderly manner.
* Problems with your computer are to be reported immediately. Save all work onto your network account and not the hard drive.
* Discipline Policy: If a student violates any of the above classroom expectations the following consequences with received:
  + First Offense: Warning
  + Second Offense: Teacher/Student Conference
  + Third Offense: Parent Contact
  + Fourth Offense: Teacher Detention
  + Fifth Offense: Office Referral

**Attendance Policy**

* Students are expected to be in class daily. If a student is absent, the student is to use the class calendar of daily activities and assignments that is posted on the internet each day at the following address www.edmodo.com. When absent, students are expected to check the calendar to see what assignments were missed.
* Suspensions (in-school or out-school), unexcused absences and unexcused tardies have an extremely negative effect on a student’s performance and assignments. Students are given 5 days after an absence to complete all assignments missed. If a student fails to complete assignments in allotted time, a grade of 0 will be given for incomplete.
* Instructional Time is invaluable. Therefore, students will not be given hall passes for any reason, except for extreme emergencies granted by the teacher. If a student must leave the room, he/she will serve a detention to make up for loss of instructional time.

**Grading**

This is a performance-based class; so all students will be expected to demonstrate what they have learned to receive credit for the class. ***No work is accepted after five days and will result in a grade of 0 for incompletion.*** All assignments are due on the due date. Work that is late will receive one grade letter lower than it would have received if turned in on the due date. Each day later, results in a letter grade drop.

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| HCBE/WRHS Official Grading Scale | | | |
| A: 90-100 | B: 80-89 | C: 70-79 | F: Below 70 |

Grades are based on the following:

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| HCBE/WRHS Official Grading Categories | | | |
| Infinite Campus Name | Percentage | Items | Description |
| Major | 45% | Projects & Exams | Each project will be worth an appropriate number of points and a rubric will be included. Examination questions will include a variety of item types such as true/false, multiple choice, matching, fill-in-the-blank, and essay. Performance Task Exams (hands-on) will require students to demonstrate mastery knowledge/skill of required material. |
| Minor | 20% | Professional Development | Two opportunities exist for students to earn these points. One is to join Future Business Leaders of America (FBLA) and participate in the required activities or reading 3 business related novels over the course year write a MLA style report and presenting them to the class. Along with Employability and Career-Related Activities. |
| Daily | 15% | Daily | Includes all daily assignments. |
| Final Exam | 20% | Final Exam | At the end of each semester, a cumulative exam is given. |

The final exam for first and second semester is worth 20% of the semester grade. If a student must miss the final exam day, prior arrangements should be made with administration approval. If a student fails, to show up for the exam, he/she will be awarded a 0 as a grade for incompletion.

# THE ABOVE POLICIES & PROCEDURES ARE SUBJECT TO CHANGE.

**Professional Development Assignment**

**Warner Robins High School**

**Business & Computer Science Courses 2019-2020**

Professional Development is the minor category worth 20% of the overall grade in your business course. Along with assignments in class, two opportunities exist for students to earn these points. One is to join Future Business Leaders of America (FBLA) and participate in the required activities or read three business related novels over the course year and presenting to the class.

In-Class Assignments

* Everyone (regardless of membership) will complete one level of the FBLA Business Achievement Award Program; due by December 13, 2019.
* Everyone (regardless of membership) will complete the FBLA State Project Portfolio Project; due by May 1, 2020.

Option #1 - FBLA Requirements

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| 1st Semester | 2nd Semester |
| Pay for one membership level due by October 3, 2019, attend club meetings AND one of the following:  Compete in a Region Leadership Conference Competitive Event  OR  Complete 5 hours of community service due by December 13, 2019 | Attend club meeting AND one of the following:  Compete in a State Leadership Conference Competitive Event  OR  Complete 5 hours of community service due March 23, 2020 |

Option #2 - Reading Requirements

* Must read 3 Business-Related Books. All the books on the list below are pre-approved. If a student wishes to read a book not on the list, it must be pre-approved by the teacher in order to receive credit. Many of the titles are available for check out in the media center; most titles are available at the Houston County Public Library System.
  + 1st Due Date – October 3, 2019
  + 2nd Due Date – December 13, 2019
  + 3rd Due Date – March 23, 2020
* Write a MLA style book report – must be at least 3 pages in length
* A suggested/pre-approved book list is available in the media center and posted in classroom.

Suggested Business- Related Titles

1. Who Moved My Cheese?: An A-Mazing Way to Deal with Change in Your Work and in Your Life, by Johnson, Spencer and Kenneth Blanchard
2. Fish!: A Remarkable Way to Boost Morale and Improve Results, by Stephen C. Lundin, Harry Paul, John Christensen
3. Call of the Mall: The Geography of Shopping, by Paco Underhill
4. Good to Great and the Social Sectors: A Monograph to Accompany Good to Great, by Jim Collins
5. Hidden Order: The Economics of Everyday Life, by David D. Friedman
6. Reality Is Broken: Why Games Make Us Better and How They Can Change the World, by Jane McGonagall
7. In The Plex: How Google Thinks, Works, and Shapes Our Lives, by Steven Levy
8. Outliers: The Story of Success, by Malcolm Gladwell
9. Strengths Based Leadership: Great Leaders, Teams, and Why People Follow by Tom Rath
10. The Little Big Things: You, by Tom Peters
11. The Change Book, by Tricia Emerson
12. EntreLeadership, by Dave Ramsey
13. Quitter: Closing the Gap Between Your Day Job & Your Dream Job, by Jon Acuff
14. The One Minute Manager, by Kenneth H. Blanchard & Spencer Johnson
15. Reviving Work Ethic: A Leader’s Guide to Ending Entitlement and Restoring Pride in the Emerging Workforce, by Eric Chester
16. The Seven Habits of Highly Effective People, by Stephen R. Covey
17. It Starts with One, by J. Stewart Black & Hal Gregersen
18. The Extraordinary Leader, by Jack Zenger
19. The Speed of Trust, by Stephen M.R. Covey
20. Smart Trust, by Stephen M.R. Covey
21. StrengthsFinder 2.0, by Tom Rath
22. Go Pro – 7 Steps to Becoming a Network Marketing Professional, by Eric Worre
23. Steve Jobs, by Walter Isaacson
24. The New Digital Age, by Eric Schmidt & Jared Cohen
25. Business Class: Etiquette Essentials for Success at Work, by Jacqueline Whitmore
26. Leadership 101: What Every Leader Needs to Know, by John C. Maxwell
27. Attitude 101, by John C. Maxwell
28. Relationship 101, by John C. Maxwell
29. Lean In: Women, Work, and the Will to Lead, by Sheryl Sandberg
30. The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations Hardcover, by James M. Kouzes

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| **IDT Course Pacing Overview** | | |
| **Duration**  **(Weeks)** | **Semester 1 - Unit/Topic** | **Standard** |
| **2** | FBLA – leadership development, community service, and employability skills | IT-IDT-11, IT-IDT-1, IT-IDT-3 |
| **2** | Employability/Soft Skills | IT-IDT-1, IT-IDT-7 |
| **2** | Computer Basics | IT-IDT-6, IT-IDT-4 |
| **2** | Introduction to the Internet | IT-IDT-10 |
| **3** | The Design Process | IT-IDT-8, IT-IDT-3 |
| **2** | Copyright Guidelines/Digital Citizenship | IT-IDT-10 |
| **3** | Online Safety | IT-IDT-8, IT-IDT-5 |
| **2** | Career Exploration | IT-IDT-2 |
| **Duration**  **(Weeks)** | **Semester 2 - Unit/Topic** |  |
| **2** | FBLA – entrepreneurship development, competitive events, professional communication | IT-IDT-11, IT-IDT-1 |
| **2** | Web Graphics | IT-IDT-9 |
| **4** | HTML Tags and Structure | IT-IDT-8 |
| **2** | Page Layout Design | IT-IDT-8 |
| **2** | Styling Text Content | IT-IDT-8 |
| **2** | Site Structure and Links | IT-IDT-8 |
| **2** | Working with Images | IT-IDT-9 |
| **2** | Margins, Borders and Tables | IT-IDT-8 |
| **36** | **TOTAL** |  |

# Parent Signature Page

Dear Parents/Guardians:

After reading this syllabus, please sign below and have your student return this page to me.

I have reviewed the attached course syllabus with my child and we are aware of the course requirements, grading procedures, and expectations. I agree to fulfill my commitment as a parent/student to the best of my ability. If my child fails to carry out any of his/her responsibilities, I understand the criteria for his/her grading determination. As a parent/student, I understand that the course must operate in accordance with stated policies and procedures for the course, Introduction to Digital Technology, taught by Ms. Risaliti.

My student will be participating in the following Professional Development Activity:

\_\_\_ Future Business Leaders of America ($25 Dues include a T-Shirt)

\_\_\_ Reading 3 Business-Related Novels (Two 1st semester, One 2nd Semester)

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Student Signature Date

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Parent/ Guardian Signature Date

**Parent Contact Information**

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| --- | --- |
| Home Phone |  |
| Work Phone |  |
| Cell Phone |  |
| Email: |  |

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