Instructor: Mr. Alex Collins
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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.

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Course Requirements:

- Open mind
- Desire to do something
- Pen (black and red), pencil, 3 ring notebook, composition book, and paper

Co-curriculum:

- This is a co-curricular course and the topics covered will be foundations of FBLA.
- Students are encouraged to join and participate in FBLA.

Classroom Rules, Guidelines, and Expectations:

- Students will abide by the rules outlined in the class and in the SCHS handbook
- Students will be prepared
- Student will participate and complete assignments to the best of their abilities

Consequences:

- Students violating classroom rules and guidelines will experiences an escalating scale of consequences:
  - Verbal/written warning
  - In School Detention
  - Parental contact
  - Referral
- Students should understand that this is a learning environment and disciplinary actions are not the intent, but a consequence.

Grading Rubric:

- Daily Grades – 50%
- Tests and Projects – 50%
- There will be an exam at the end of the semester that will count 20% of the students overall semester grade.

- Students will be given a work ethic grade twice a semester that will count in their Daily Grades.

Work Ethic Grade:
- You will receive a daily grade after every week of a project. (minimum 2 daily grades per semester).
- You will start with a grade of 100. You will be marked off 5 points for every infraction. You could get more than 5 points marked off in a day.
- The minimum grade you could receive is a zero.
- If you want to know where you stand at the end of each week, it is your responsibility to come by before school or after school if you do not have time during class.
- Your work ethic will be graded in the following areas:

Attendance	Behavior	Preparation
ISS	Excessive Talking	Materials
Suspension	Idle(not doing work)	Homework
Tardy	Laying head down	
Restroom	Rude	
Nurse	Food/Drink/Gum	
	Other school rules	

Make Up Work:
- Students are expected to make up any tests that were missed as a result of their absence the day the return. Students are responsible for getting missed assignments within two days of returning from an excused absence. Students will have five days to complete and turn in missed assignments. It is the responsibility of the student to check with the teacher upon returning to school to make up any missed assignments.
- Work outside of the windows mentioned above will be taken, but at a discount. A student turning in an assignment late or for unexcused makeup will be given only 70% of their earned grade. That is, Johnny didn't turn in his homework on Monday, but turned it in on Friday. After it was graded, he scored 80%. Since it was late, it will be a 56%. Remember, this is better than a zero any day of the week.

Topics Covered:
- Entrepreneurship
- Technology
- Employability
- Management and Leadership Skills
- Professional Communication Skills
- Human Resources
- Vocabulary of the IT World
- Computer Networks
- Web Design
- Computational Problem Solving

Behavior Matrix:
- The behavior matrix is introduced and discussed as a part of the class.
- The behavior matrix is posted with the school with behavior matrix in the classroom.

This syllabus is subject to change at the discretion of the teacher.