

**Introduction to Digital Technology  
COURSE SYLLABUS**

**TEACHER:** Cynthia L. Hendrix

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**DEPARTMENT:** CTAE Information Technology/Intervention

**SCHOOL:** Fitzgerald High School

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**DESCRIPTION OF COURSE:**

- 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. 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.
- Prerequisite(s): None

**COURSE OBJECTIVES:**

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 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.

**REQUIREMENTS:**

- Bring pen or pencil and paper to class every day
- Complete daily assignments and homework
- Maintain proper behavior in class

**GRADING:**

Major Grades: = 50%

- Projects
- Tests/Exams

Minor Grades: = 30%

- Daily assignments
- Employability Skills
- Quizzes

End of Quarter Assessments: = 20%

- End of quarter final exam
- Benchmark Exam

**WORK ETHICS/CLASS PARTICIPATION:** All students are expected to participate in ALL assignments and will be held responsible for demonstrating proper work ethics within the classroom. This includes attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, respect.

**MAKE-UP/LATE WORK:** Students must make up work within 3 school days after returning to school. It is YOUR responsibility to make up all missed work and to ask teacher for assignments.

**LATE ASSIGNMENTS:** Grade will be reduced 10 points for each day your daily assignments are late.

**COMMUNICATION:** I encourage you to email me with your questions, concerns, or comments. Please refer to my email address at the top of the syllabus. Likewise, if you have an email account, I would like to have it so that I can notify you immediately of any news regarding your child.

**Classroom Expectations**

Thank you for:

- Following all the school rules discussed in the FHS Student Handbook.
- Paying special attention to the dress code.
- Being respectful to your teacher and classmates.
- Being inside the classroom and being seated before the tardy bell rings; and for staying in your seat.
- Raising your hand and being recognized and given permission before moving around classroom.
- For sitting in your chair properly and for not leaning back or rolling around the floor with your chair.
- Assuming responsibility for any missed work due to absence or being out of the classroom.
- For not eating or drinking in the classroom (please no food or drinks of any kind allowed in classroom).
- For coming to class prepared; bringing all materials necessary to be ready to work successfully.
- Working on what is expected of you in this class.

**RETURN THIS PAGE ONLY**

**PARENT/GUARDIAN CONTACT INFORMATION:**

Parent/Guardian Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_  
 Parent Contact Number: \_\_\_\_\_ Address: \_\_\_\_\_  
 Parent e-mail: \_\_\_\_\_

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**If YOU choose to break a rule:**

- 1<sup>st</sup> offense: Verbal warning
- 2<sup>nd</sup> offense: 4-Step plan begins/parent contact
- Once step plan is complete—discipline referral
- Major offences—automatic discipline referral

**EQUIPMENT RESPONSIBILITY:**

- Follow lab rules at all times
- Report all problems to the instructor immediately.
- **Keep computer lab food and drink free... bottled water ONLY!**
- Visit only approved internet sites...no games, music, videos, etc.

**I understand what is expected of me while in Ms. Hendrix’s class.**

\_\_\_\_\_  
Student Name: PLEASE PRINT

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Student Signature (PLEASE SIGN)

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

F.H.S. 4-Step Plan

<b>Step 1</b>	STUDENTS WILL RECEIVE A WRITTEN WARNING				
<b>Step 2</b>	WRITTEN WARNING ON STEP PLAN	<b>AND</b>	Student Conference		
<b>Step 3</b>	WRITTEN WARNING ON STEP PLAN	<b>AND</b>	Student Conference	<b>AND</b>	Teacher Notifies Parent
<b>Step 4</b>	Referral and documentation sent to administrator.				