



## *Introduction to Digital Technology Projected Course Syllabus*

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Ms. Amy Harrill, Instructor  
Room 1101  
aharrill@paulding.k12.ga.us

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### *Description*

Introduction to Digital Technology is the first course in the Web & Digital Design Pathway. This course is designed for students to understand, communicate, and adapt to a digital technology as it impacts their personal life, society, and the business world. Exposure to foundational knowledge in hardware, software, programming, web design, information technology support, and computer 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, and choices through the knowledge and skills acquired in this course. Employability skills and career projects 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.

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### *Instructional Materials*

Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the digital world. Students in the class will have access to scanners, tablets, digital cameras, digital video cameras, color printers, and access to the Internet. Please read the Acceptable Use Policy for technology as it will apply to this course. Software: Microsoft Office 2016, Notepad++, Google Suite, EarSketch, and App Inventor.

**Required Supplies for this course include:** Min 8GB USB Drive and a Google Gmail Account (not your school email).

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### *Outline & 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 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.

***\*I reserve the right to make changes to the syllabus as student achievement dictates.***

## *Classroom Expectations for Academic Success*

Students are expected to follow the rules and regulations that are set by the teacher as well as those that are stated in the North Paulding HS Student Handbook. Students are expected to follow these classroom procedures in my class at all times.

1. Be Respectful to Everyone (i.e. teacher, classmates, classroom, visitors, & yourself)
2. Be prepared - Bring an open mind to class every day
3. Create a positive learning environment & stay on task.  
Remember that others around you are trying to learn...do not interfere with their learning.
4. Be on time.  
Time is crucial.
5. Cheating will not be tolerated.  
Use your work & your mind ONLY. ☺

**Consequences:** Disruptions to teaching will not be tolerated and will be handled according to the Student Handbook. A progressive discipline plan will be followed that includes: 1) Warning; 2) Private Conference; 3) Parent Contact; 4) Discipline Referral.

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### *Make-Up Work*

Attendance, punctuality, and daily work are all important aspects of this class. Students are urged to make their education a top priority. Student can make up work, but may not be able to recapture the actual classroom experience. All students must turn in work when the assignment is due. Students not turning in the assignment when it is due will receive a zero for the assignment. Students are responsible for finding out what work was missed when absent. Students who need extra help or need to make up a test can schedule a time with me to stay after or come in early. If you fail to stay and you missed an assignment due to an EXCUSED absence and you HAVE NOT made previous arrangements, then you **WILL** receive a **ZERO** on the assignment. **I WILL NOT ACCEPT LATE PROJECTS!** If you have an **EXCUSED** absence when a project is due, it must be turned in upon arrival to class when you return.

It is the student's responsibility to make up assignments within three (3) days of returning to school or special arrangements should be made with me to take a longer period of time.

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### *Class Work & Homework*

Staying on task during class time is of vital importance. Class assignments and class discussions are designed to add meaning to the course objectives. Homework should not happen in this class if students stay on task. Homework will be given if assignment is not completed, if necessary or feasible (due to some programs being used). Students are expected to complete your assignments prior to class discussion. Students are expected to complete unfinished class assignments or additional homework assignments outside of class.

## *Group Assignments*

In today's workplace, teamwork is vital to most organizations and institutions. In this course, many of the assignments given will be completed in small groups. It is the students' responsibility to make sure that **ALL GROUP WORK** is accurately completed and submitted as scheduled. It is expected that all group members are aware of all aspects of the project as well as have access to all pieces of the assignment whether or not a group member is present. Therefore, it is in the student's best interest to share appropriate contact information with his group members. Remember, what happens in your group is often similar to what occurs in a real civic, administrative or political group. Problems such as coordination, division of work, leadership, disagreement, voting, dissent and even evaluation are a part of life. **Final Note:** If you fear problems are occurring in your group, it is your responsibility to inform me as soon as possible. Waiting until your project is due or even mostly completed to share any concerns regarding your group work is inappropriate and may result in unsatisfactory grades.

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## *Computer Activities*

It is a privilege to have access to the internet and other technology available in the computer labs. **PLEASE** use the computers with care. No websites should be accessed that are not assigned by the instructor or that have not received approval from the instructor. **No software, music, videos, cellphones, or MP3 players, etc. are to be used in the classroom computer lab, unless permission is given by the instructor.** Students are not allowed to download materials such as screen savers, games, etc. from the internet or CHANGE any settings. Violation of these and other rules as listed in the student handbook or technology use form will result in appropriate discipline procedures.

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## *Parent/Teacher Communication*

Communication with parents about academic progress, behavior, and/or attendance is welcomed and will be handled by phone, email, conference, or a combination of these as the need arises.

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## *NPBS Grading Policy*

A = 100-90	Daily Assignments/Homework/Quizzes	23%
B = 89-80	Tests/Projects/Notebook	57%
C = 79-70	Final Exam	20%
F=69- below		



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If you ever need anything, please do not hesitate to email me.  
I am really looking forward to this semester! Let's work together to make it remarkable.