

...Home of the Dragons...



Introduction to Digital Technology

8th Grade

Patricia Carter, M.Ed.

Course Syllabus 2018-2019

Course Description and Objectives

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.

Textbook/Online Resources

No textbook will be used for this course. Students will complete this course using various online learning platforms. Daily use of the following will be implemented.

- § NEO LMS (Student Work Portal)
- § AES (Applied Educational Systems)
- § Typingclub.com (Keyboarding)

Unit/Concept Names

- Employability Skills ● Careers ● Communications ● Customer Service ● Networking ● Problem Solving
- Web Design ● Legal & Ethical Issues ● Coding ● CTAE Foundational Skills

Major Course Projects and Instructional Activities

This is a project-based course. There is a project due at the end of each week. Students will have 1 to 3 weeks to complete each project depending on the complexity of the task. Students assignments are guided by a timeline and graded by a rubric. IF a student should find themselves off task, incomplete classwork becomes homework.

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Course Assessment Plan

Students will receive a variety of assignments designed to enhance their learning. If a student is absent, the student is responsible for the missed assignment. No additional days are granted since all coursework is available online at all times. *If there is an assignment that is not available online, student will be given the opportunity to complete if applicable. If it is an assignment that cannot be made-up, student will be exempted from the assignment if and only if the absence is excused according the district and school policy.

Evaluation (Grading Policy)

- § Summative Assessments 40% (Unit Tests, Projects)
- § Formative Assessments 30% (Quizzes, Group Work if applicable, etc.)
- § Homework/Keyboarding/Portfolio 20%
- § Participation 10%

Classroom Procedures & Expectations

The overarching expectation in this class is RESPECT: respect for yourself, respect for other students, respect for the teacher/or any individual in authority, and respect for any guests that may enter our class. Although this encompasses all other expectations, I will outline several others for the sake of clarity.

1. Be **POSITIVE** and **PARTICIPATE**.
2. Be **RESPONSIBLE**.
3. **RESPECT** yourself, others, and your school.
4. Be a good **LISTENER** and follow directions quickly.
5. **RAISE** your hand and **WAIT** to be acknowledged **BEFORE** speaking or leaving your seat.
6. Bring **ALL** materials to class **DAILY**.
7. **KEEP** your area **CLEAN** at all times.
8. Adhere to all policies, rules, and regulations outlined in the **Student Handbook**.

Course Materials

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|----------------------|-----------------------|-----------------------|
| § Computer | § Highlighters | § Loose leaf notebook |
| § Internet | § 3-ring binder (1 ½ | paper |
| § Headphones | inch) | § \$5 technology |
| § Black or Blue pens | § 5 tab/page dividers | resource fee |
| (No pencils) | | |

Donations appreciated for the following (optional):

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|-----------------------|------------------------|---------------------|
| § (3) Digital Cameras | § Digital Art Software | § Color Print Paper |
|-----------------------|------------------------|---------------------|

My contact information:

Email: cartepa1@rcboe.org

To sign up for class reminders, please visit: www.remind.com

Intro to Digital Technology - 3IDT (3rd pd) 4IDT (4th pd)

Resources:

AES - www.learn.aeseducation.com

NEO LMS - www.mscenter.neolms.com

Coding - www.code.org

Intel - www.intel.com

REMIND - www.remind.com

Infinite Campus - <https://campus.rcss-k12.org/campus/portal/richmond.jsp>