



## COURSE CURRICULUM CONTENT

COURSE STANDARDS	COURSE OVERVIEW *(order of units subject to change)
<p><b>IT-IST-1</b> Demonstrate employability skills required by business and industry</p> <p><b>IT-IST-2</b> Establish a personal online career portfolio and begin uploading relevant artifacts</p> <p><b>IT-IST-3</b> Explore, research, and present findings on positions and career paths in technology and the impact of technology on the chosen career area</p> <p><b>IT-IST-4</b> Demonstrate effective professional communication skills (oral, written, and digital) and practices that enable positive relationships with all audiences of a business</p> <p><b>IT-IST-5</b> Identify, describe, evaluate, and use appropriate technology for given situations.</p> <p><b>IT-IST-6</b> Understand, communicate, and adapt to a digital world</p> <p><b>IT-IST-7</b> Use computational thinking procedures to analyze and solve problems</p> <p><b>IT-IST-8</b> Create and organize webpages through the use of a variety of web programming design tools</p> <p><b>IT-IST-9</b> Identify and explain the building blocks, principles, and ways to access code within programming languages used today</p> <p><b>IT-IST-10</b> Design, develop, test, and implement programs using high-level programming languages</p> <p><b>IT-IST-11</b> Describe, analyze, develop, and follow policies for managing ethical and legal issues in the business world and in a technology-based society</p> <p><b>IT-IST-12</b> 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</p>	<p><b>1<sup>st</sup> Nine Weeks:</b></p> <ol style="list-style-type: none"> <li>1. Student Organization   FBLA Leadership Development</li> <li>2. Computer Science Careers   Employability Skills</li> <li>3. Online Career Portfolio</li> <li>4. Digital Citizenship &amp; Cyber Hygiene</li> <li>5. Programming</li> </ol> <p><b>2<sup>nd</sup> Nine Weeks:</b></p> <ol style="list-style-type: none"> <li>6. Computing Basics</li> <li>7. Operating Systems &amp; Software</li> <li>8. Website Design – HTML &amp; CSS</li> <li>9. JavaScript Basics &amp; Graphics</li> <li>10. Web Development</li> </ol>

## INSTRUCTIONAL MATERIALS AND SUPPLIES

Published Materials	Instructional Supplies
Discovering Computers 2009, Shelly Vermaat Discovering Computers Online Companion	Paper, Pen, & Pencil

## EVALUATION AND GRADING

Assignments	Grade Weights			Grading Scale
Classwork & Homework Quizzes, Labs & Work Ethic	Practice Work – Daily Assignments/ Classwork/ Homework /formative assessments/Quizzes/Work Ethic	40%	<b>Course Final Average</b>  <b>80%</b>	A: 90 and above
	Projects Unit Tests	40%		B: 80 – 89 C: 74 – 79
Final Exam	Semester Summative Assessment Tasks	20%	<b>EOCT/Final Exam</b>  <b>20%</b>	D: 70 – 73 F: 69 or below

## OTHER INFORMATION

Expectations for Academic Success	Additional Requirements/Resources
<ol style="list-style-type: none"> <li>1) Complete daily classwork assignments</li> <li>2) Participate in class discussions and ask questions</li> <li>3) Participate constructively as a team member</li> <li>4) Problem-solve and accept challenges</li> <li>5) Challenge yourself to continuously improve</li> </ol>	<ul style="list-style-type: none"> <li>• Acceptable Computer Use Policy</li> <li>• Tutoring Available</li> <li>• Follow Work Ethic Guidelines and “Dress for Success”</li> </ul>

*\*The syllabus is subject to change and may be updated as needed throughout the semester.*

## **ACCEPTABLE USE POLICY:**

All students must agree to the acceptable use policy before using computer technology at McDonough High School. The "Acceptable Use Policy" states, "The Internet is intended for educational purposes only. It is against school policy to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. Students may not access E-mail or chat sessions or computer hacking websites of any kind. Students may not upload or download any software, etc., or make changes to any part of this computer. This includes but is not limited to the hard drive. By logging into this computer, YOU ARE ACCEPTING RESPONSIBILITY for what Internet sites are viewed and any other inappropriate activities that may occur. All violations of the county and school ACCEPTABLE USE POLICY will result in a disciplinary referral to the Administration of McDonough High School."

## **BEHAVIOR EXPECTATION:**

### **Class Rules**

**Be Polite**  
**Be Prompt**  
**Be Positive**  
**Be Prepared**  
**Be Productive**

## **CLASS POLICIES:**

- 1) Computers are for classroom instruction only – email, forums, *Facebook*, *Myspace*, *X*, chat, games, material of a pornographic nature, drug-related content, or any material not specified by the instructor as class-related must not be accessed with the school's computers. Violation of this will cause you to lose computer access privileges. Students must follow all rules in the McDonough High School and Henry County Schools Acceptable Use Policies for computer use.
- 2) Be on time! Students are expected to be in their seats when the bell rings and are expected to stay there, otherwise, a tardy will be recorded. The Administration at McDonough High School will handle the consequences of tardiness.
- 3) Respect the property of others while in the classroom.
- 4) Do not touch anything on the teacher's desk without permission.
- 5) Participate in class! Nothing will help you to understand the material better than to engage actively in all activities, discussions, and projects – you will get out of this class what you put into it!
- 6) There shall be NO EATING OR DRINKING in this Computer Lab – this includes gum, candy, cookies, chips, etc. Students may have a bottle of water as long as they set it on the floor away from the computers.
- 7) Students may not leave the Lab without an approved MHS pass.

- 8) DO NOT work on assignments or coursework from any other class. Your complete attention will be required during every class period.
  - 9) DO NOT roll around on the chairs.
  - 10) Horse playing in the Lab is strictly prohibited.
  - 11) Cell phones, iPads, iPods, and other electronics are not to be seen or heard in class unless assigned.
  - 12) Academic honesty is paramount! CHEATING WILL NOT BE TOLERATED and will result in an AUTOMATIC ZERO. This includes homework, quizzes, projects, tests, and exams. Please read the Henry County Schools Plagiarism Policy.
- Students are expected to conform to all rules and regulations of the McDonough High School and Henry County Schools Student Handbook.

### **CONSEQUENCES:**

Consequences of failing to follow these course policies may include a phone call/e-mail home to a parent/guardian; teacher detention; administrative detention; and administrative referrals. Serious offenses will result in an immediate referral.

### **Discipline Policy for Rule Violation:**

- ✓ 1st Offense: Warning
  - ✓ 2nd Offense: Parent Contact
  - ✓ 3rd Offense: Detention and Parent Contact
  - ✓ 4th Offense: Referral to Administrator
- Serious violations will result in immediate office referral or other appropriate responses based on students' actions.

### **A note to students-**

I look forward to working with each of you. I hope that you find this to be an interesting class and learn a lot from the course. I encourage you to see me at any time if you have questions or concerns about the course or any of the material. I will always be glad to schedule a time to help you if you are ever struggling with anything in the class. Please do not hesitate to ask for help!

### **A note to parents/guardians-**

Please feel free to contact me to discuss any questions or concerns about your child's progress in this class.

**COMMITMENT AND CONTACT INFORMATION:**

By signing below, I am stating that I have read, understood, and I will encourage my student to adhere to the class syllabus and behavioral expectations. I also understand that I am encouraged to contact the instructor if I have questions or concerns about my student's performance in this course.

By signing below, I am stating that I have read, understood, and will adhere to the class syllabus and behavioral expectations. I also understand that if at any time during the semester I have questions or concerns about this course I will ask the instructor.

\_\_\_\_\_  
Parent/Guardian Name(s)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Home Telephone Number

\_\_\_\_\_  
Student E-mail address

\_\_\_\_\_  
Parent/Guardian Cell Phone Number

\_\_\_\_\_  
Student Cell Phone Number

\_\_\_\_\_  
Parent/Guardian Work Phone Number

\_\_\_\_\_  
Class Period

\_\_\_\_\_  
Parent/Guardian E-Mail address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Parent Comments: \_\_\_\_\_

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\_\_\_\_\_  
Parent/Guardian Name(s)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Home Telephone Number

\_\_\_\_\_  
Student E-mail address

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Parent/Guardian Cell Phone Number

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Student Cell Phone Number

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Parent/Guardian Work Phone Number

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Class Period

\_\_\_\_\_  
Parent/Guardian E-Mail address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Parent Comments: \_\_\_\_\_

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**(Please RETURN this copy only to your teacher)**