



HUDSON HIGH SCHOOL

Business Education department



Digital Information Technology (DIT) 2017–18 Course Syllabus

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Course Description

Network Technology Associate (NTA) prepares students for job readiness in many business and technology-related careers. Understanding the fundamentals of networking, Internet protocols and network security is important for all professionals who use the Internet. This certification proves your mastery of the basics of networking and prepares you for further study in the specialty of your choosing. Topics include:

- Introduction to Networking
- Connecting to the Internet
- Hardware and Device Connectivity
- Networking Components & Standards
- Internet Services
- Network and Cloud Security Risks

Internet Business Associate (IBA) prepares students to work effectively in today's business environment. In this course, students will learn about the tasks involved in various Information Technology (IT) job roles, and they will learn the foundational skills and technologies used in business. Once certified, you have proven that you have foundational knowledge of important technologies that affect virtually every business. This certification is ideal for all students and professionals who use the Internet on the job. Topics Include:

- Intro to IT Business & Careers
- Internet Communication
- Intro to Internet Technology
- Web Browsing
- Multimedia on the Web
- Databases & Web Search Engines
- Email & Personal Information Management
- Protecting Yourself Online
- Internet Services & Tools for Business
- IT Project & Program Management

Required Materials

- Writing Instruments (Pen, Pencil, etc.)
- Personal Email Account
- Google Drive Account (Provided to Students)
- Ability to Create Online Accounts (Certification Exam Center & Certification Process)

Grading Procedure and Evaluation Criteria

The following scale will be used to determine grades each quarter:
A (90 - 100), B (80 - 89), C (70 - 79), D (60 - 69), F (0 - 59)

Grade Distribution (subject to change)

Lessons	60%
Exams and Quizzes	40%
TOTAL:	100%

Tentative Schedule (subject to change)

Network Technology Associate (NTA)

- L1 - Introduction to Networking
- L2 - Connecting to the Internet
- L3 - Hardware & Device Connectivity

- L4 - Networking Components & Standards
- L5 - Internet Services
- L6 - Network & Cloud Security Risks

Internet Business Associate (IBA)

- L1 - Intro to IT Business & Careers
- L2 - Internet Communication
- L3 - Intro to Internet Technology
- L4 - Web Browsing
- L5 - Multimedia on the Web

- L6 - Databases & Web Search Engines
- L7 - Email & Personal Information Management
- L8 - Protecting Yourself Online
- L9 - Internet Services & Tools for Business
- L10 - IT Project & Program Management

Classroom, Grading and Attendance Policies

In order to ensure success in the classroom, students must attend class on a daily basis and submit assignments that are on time and complete. Classroom instruction will include both oral instruction and hands-on activities. Due to the electronic nature of this course, most assignments will be completed in class. If necessary, students will also have the opportunity to complete assignments outside of the classroom setting. Assignments turned in late will receive partial credit. If a student with an **excused absence** (noted with an admit received from Student Services) on the date an assignment was due, will be able to turn in an assignment for full credit upon return to class in accordance to Hudson High School's attendance policy. It is the student's responsibility to obtain all missed assignments.

Classroom Expectations and Rules

Please note that all District School Board of Pasco County AND Hudson High School rules will be enforced.

- Attendance is mandatory.
- Be prepared for class with the required materials each day.
- Please refrain from accessing games and websites unless directed by Mr. Fowler.
- Please refrain from misuse or abuse of classroom materials, including, but not limited to, all equipment, furniture, etc. Abuse of computer and classroom equipment will not be tolerated. A grading penalty will be assessed if such abuse occurs.
- Please do not consume food or drinks in the classroom.
- Mr. Fowler will direct the use of computers or either printer.
- Students may not change or modify ANY settings on the computers. This includes screen savers, wallpapers, icons or any other general settings.
- Students may only use personal technology, i.e. cell phones, MP3 players, iPods, iPads, when directed by Mr. Fowler. Otherwise, students should refrain from use while in the classroom and especially during instruction.

Tardy Policy

Students must be in the classroom and ready for instruction when the bell rings. Students are to adhere to the Hudson High School policy without exception.

Academic Dishonesty

Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during classroom assignments or examinations—is strictly prohibited. This covers all class-related tests, quizzes, reports, class assignments, and projects, both in and out of class. Consequences will include, but are not limited to zero on the assignment and/or project, parent notification, discipline referral, etc.

Classroom Procedures

Submitting Assignments – Students should identify ALL work and assignments they submit with their name, date and period indicated on each sheet of paper. This is for both handwritten and electronic submissions. Failure to do so may result in a student not receiving proper credit for their work. Unless indicated, all handwritten work should be turned in to Mr. Fowler's inbox, located on the lower left corner of Mr. Fowler's desk. Assignments that are e-mailed must be submitted to lfowler@pasco.k12.fl.us or lfowler@hudsonhigh.org with student name, date, period and name of assignment in the subject line.

Hall Passes – Students must receive permission from Mr. Fowler or come to class with a pass from another teacher to leave the classroom for any reason. This includes, but is not limited to hall passes for the clinic, front office, Student Services, guidance, etc. Abuse of this procedure may result in a student not being able to leave the classroom during the class period.

Digital Information Technology Course Syllabus 2017–2018

Dear Student:

Your signature below indicates that you have read the course syllabus and understand what is required of you during this school year.

I am looking forward to a successful and rewarding year!

Print Student Name: _____

Student Signature: _____

Student ID#: _____