



HUDSON HIGH SCHOOL

Business Education department



Digital Information Technology (DIT) 2016–17 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) | Semester I

- | | |
|-------------------------------------|--|
| L1 - Introduction to Networking | L4 - Networking Components & Standards |
| L2 - Connecting to the Internet | L5 - Internet Services |
| L3 - Hardware & Device Connectivity | L6 - Network & Cloud Security Risks |

Internet Business Associate (IBA) | Semester II

- | | |
|-------------------------------------|--|
| L1 - Intro to IT Business & Careers | L6 - Databases & Web Search Engines |
| L2 - Internet Communication | L7 - Email & Personal Information Management |
| L3 - Intro to Internet Technology | L8 - Protecting Yourself Online |
| L4 - Web Browsing | L9 - Internet Services & Tools for Business |
| L5 - Multimedia on the Web | 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

Tardiness: Students must be in the classroom and ready for instruction when the bell rings. Students are to adhere to the Hudson High School policy as follows:

- 1st Offense – Verbal Warning
- 2nd Offense – Teacher intervention; Call to Parent/Guardian
- 3rd Offense – Detention; Call to Parent/Guardian
- 4th – 7th Offense – Classroom Referral

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 **ifowler@pasco.k12.fl.us** or **ifowler@hudsonhigh.org** with student name, date, period and name of assignment in the subject line.

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

Google Apps Consent and Additional Online Service Providers

Hudson High School will be using Google Apps and various additional online providers for academic projects and class work. Please complete the attached form for Mr. Fowler's class records. Parent and/or Legal Guardian Written Consent to participate in the Google Apps Project Instructions: Parents and/or legal guardians please read the attached Consent Form carefully. If you wish to consent, please complete and sign this Consent Form, and return the signed and completed form to Mr. Fowler **as soon as possible**.

Intro to Info Tech Course Syllabus 2016-2017

***Please return this signed form, along with
the Google Apps Consent forms***

These forms will count for a grade.

Dear Student:

Your signature below indicates that you have read the course syllabus and understand what is required of you during this school year. You will receive a grade for your signature, as well as your parent/guardian and submitting this syllabus, along with the Google Apps Consent and District Media Release forms by **as soon as possible**.

I am looking forward to a successful and rewarding year!

Print Student Name: _____

Student Signature: _____

Student ID#: _____

Dear Parent/Guardian:

Your signature below indicates that you have read and reviewed this course syllabus with your student. Please return this completed form, along with the Google Apps Consent and District Media Release Forms **as soon as possible**. Your student will receive a grade for the signed syllabus, as well as both forms being submitted.

Thank you and I look forward to working with you this school year!

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Sincerely,



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Career and Technical Education Department

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