Course Title:	Introduction to Software Technology	**Email:**	allison.risaliti@hcbe.net
Classroom Location:	V67	**Planning Period:**	6th period
Telephone Number:	(478) 215-8920		

Course Description

Introduction to Software Technology is a course that is appropriate for all high school students. Introduction to Software Technology is the foundational course for Computer Science pathway. 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 programming languages, software development, app creation, and user interfacing applications are all taught in a computer lab with hands-on activities and project-focused tasks. This course is designed for high school students to not only understand the concepts but apply their knowledge to situations and defend their actions, decisions, and/or 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 organizations 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 the digital world. 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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Future Business Leaders of America (FBLA)

FBLA is a co-curricular student organization that plays an integral part in the components of the Introduction to Software Technology course standards. FBLA activities are incorporated throughout this course and the rest of the Business and Computer Science courses. Students are strongly urged to join FBLA (cost is $30 and includes a t-shirt) to benefit from the wealth of opportunities the organization has to offer.

COURSE STANDARDS
IT-IST - 1 Demonstrate employability skills required by business and industry.
IT-IST - 2 Establish a personal online career portfolio and begin uploading relevant artifacts.
IT-IST - 3 Explore, research, and present findings on positions and career paths in technology and the impact of technology on chosen career area.
IT-IST - 4 Demonstrate effective professional communication skills (oral, written, and digital) and practices that enable positive relationships with all audiences of a business.
IT-IST - 5 Identify, describe, evaluate, and use appropriate technology for given situations.
IT-IST - 6 Understand, communicate, and adapt to a digital world.
IT-IST - 7 Use computational thinking procedures to analyze and solve problems.
IT-IST - 8 Create and organize webpages through the use of a variety of web programming design tools.
IT-IST - 9 Identify and explain the building blocks, principles, and ways to access code within programming languages used today.
IT-IST - 10 Design, develop, test, and implement programs using high-level programming languages.
IT-IST - 11 Describe, analyze, develop, and follow policies for managing ethical and legal issues in the business world and in a technology-based society.
IT-IST - 12 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.

UNITS/TOPICS	
Units for School Year:	**Instructional Materials**
1. FBLA – leadership development, community service, and employability skills 2. Emerging and Future Technology, Internet of Things 3. Online safety, Digital Citizenship, Copyright & Ethics 4. Basic Hardware and Software 5. Problem solving, flowcharting and algorithms, Visual programming 6. Web Design & Development 7. Networking & Cloud Computing 8. Careers	Discovering Computers 2018 – Shelley Cashman Series CS First – Scratch Programming tutorials for Game Design unit Adobe Dreamweaver – HTML Adobe Photoshop/Illustrator – Visual Graphics **Needed Instructional Supplies** Students are expected to have the following supplies with them at all times: paper and a pen/pencil. Because of the nature of our projects, it is highly suggested that students also bring their own earbuds (with cords). A USB flash drive would be useful later on in the year for some of our projects.

Student Responsibilities

Expectations for Academic Success	Additional Requirements/Resources
1. Complete daily classwork assignments. 2. Participate in class discussions and ask questions. 3. Participate constructively as a team member. 4. Problem solve and accept challenges. 5. Challenge yourself to continuously improve. 6. Stay logged in and continue to work until told to save and get ready for next class (usually 5 minutes before the bell). 7. You may stand AT YOUR DESK to wait for the bell. 8. Leave your area neat. Throw away trash. Push in your chair. **9.** Respect EVERYTHING (people and equipment) and don't be disruptive.	• Follow the Acceptable Computer Use Policy & Network/Internet Agreement in the handbook • Tutoring Available after school, look at the front board for days of tutoring each week. • Always challenge yourself to go further than the minimum. • If you want to learn something new, let's go find the resources!

TARDIES:
The tardy policy stated in the handbook will be strictly adhered to. If it is an excused tardy, you will need to have a note from the office or teacher stating the reason you are late to class.

BYOD:
Due to the technology already provided in this course, students will not be allowed to access their personal media devices UNLESS DIRECTED BY INSTRUCTOR. Otherwise, these devices are not to be brought out in class. Devices brought out in class will be an administrative referral and call home.

Student Google Accounts:
All students enrolled in Business & Computer Science courses will be using their own Google Email Accounts to submit work. You will also be responsible for maintaining this account following the Houston County Schools guidelines and Miss. Risaliti's classroom policies.

MAKE-UP WORK:
You will need to make arrangements with me to come in before or after school to complete missing assignments. Due to the nature of this course, there is very little work that I can send home. Therefore, you will need to arrange with me to come in and complete your missing assignments. I will be available to stay after school and work with you on Mondays, Tuesdays and Thursdays until 4:15 p.m. (unless I have a pre-arranged conflict). I am here for you, but you have to come in and do the work! Make sure to read the Student Handbook concerning the deadlines for completing all make-up work assignments.

School Internet Usage:
In order to enhance student learning, students will use the Internet daily as a resource tool for this class. All student access to the Internet will be under the direct supervision of the teacher. While in a Business and Computer Science lab, students will comply with all Houston County Schools guidelines. Failure to follow county mandated guidelines would result in punishment that ranges from loss of privileges to administrative referral. The school will restrict access by minors to inappropriate materials on the Internet. The school will monitor and use tracking methods to ensure that minors do not participate in unauthorized or illegal measures while online. **Computer games will not be allowed to be played while in class.** MAIN POINT: IF IT IS NOT FOR SCHOOL, DO NOT USE SCHOOL COMPUTERS.

Cheating/Plagiarism:
Students are expected to create their own work. All print and online sources should be cited. Students should not copy or edit other students' files. Cheating/Plagiarism will not be tolerated. Students who violate this policy will receive a zero, parents will be contacted, and an administrative referral will be made.

Discipline Policy:
If a student violates any of the classroom expectations the following consequences will be received:
- First Offense: Warning
- Second Offense: Teacher/Student Conference
- Third Offense: Parent Contact
- Fourth Offense: Teacher Detention
- Fifth Offense: Office Referral

- This is a business class; you will be expected to conduct yourself in a business-like manner and use employability skills. Employability skills are those traits that are looked upon favorably by an employer: positive attitude, neat appearance, good work habits, etc. The CTAE Department at WRHS will help you develop these traits so that you will be better prepared for college or a career.
- No food or drinks allowed at any time in the classroom (this includes gum). Water will be allowed in a closed container that must be kept on the floor.
- Problems with your computer are to be reported immediately.
- Save all work onto your network account (OneDrive, we will set it up at the beginning of the semester) and not the hard drive. Work can be lost if the computer stops working or gets replaced.

Attendance Policy
- Students are expected to be in class daily. If a student is absent, the student is to go to Google Classroom to check assignments. When absent, students are expected to check to see what assignments were missed.
- Suspensions (in-school or out-school), unexcused absences, and unexcused tardies have an extremely negative effect on a student's performance and assignments. If a student fails to complete assignments in allotted time, a grade of 0 (M for Missing) will be given for incomplete until made up and student will lose points until it is made up.
- Instructional Time is invaluable. Students will have 5 passes per semester to be used to use the restroom, once used they will not be allowed to go for any reason, except for extreme emergencies granted by the teacher.

Grading

This is a performance-based class; so all students will be expected to demonstrate what they have learned to receive credit for the class. ***No work will receive full credit after five days and will result in a grade of 0 for incompletion until turned in.*** All assignments are due on the due date.

HCBE/WRHS Official Grading Scale			
A: 90-100	B: 80-89	C: 70-79	F: Below 70

Grades are based on the following:

HCBE/WRHS Official Grading Categories			
Infinite Campus Name	Percentage	Items	Description
Major	45%	Projects & Exams	Each project will be worth an appropriate number of points and a rubric will be included. Examination questions will include a variety of item types such as true/false, multiple choice, matching, fill-in-the-blank, and essay. Performance Task Exams (hands-on) will require students to demonstrate mastery knowledge/skill of required material.
Minor	20%	Professional Development	Two opportunities exist for students to earn these points. One is to join Future Business Leaders of America (FBLA) and participate in the required activities or reading 3 business related novels over the course year write a MLA style report and presenting them to the class. Along with Employability and Career-Related Activities.
Daily	15%	Daily	Includes all daily assignments.
Final Exam	20%	Final Exam	At the end of each semester, a cumulative exam is given.

The final exam for first and second semester is worth 20% of the semester grade. If a student must miss the final exam day, prior arrangements should be made with administration approval. If a student fails, to show up for the exam, he/she will be awarded a 0 as a grade for incompletion.

THE ABOVE POLICIES & PROCEDURES ARE SUBJECT TO CHANGE.

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Professional Development is the minor category worth 20% of the overall grade in your business course. Along with assignments in class, two opportunities exist for students to earn these points. One is to join Future Business Leaders of America (FBLA) and participate in the required activities or type 2 research paper on FBLA and its other areas of importance to students who join the organization.

In-Class Assignments
- Everyone (regardless of membership) will complete the FBLA State Project Portfolio Project; due by <u>March 15, 2024</u>.

Out-of-Class Option 1
FBLA Requirements (grade is determined by Service Hours or Competing NOT payment of membership)

1st Semester	2nd Semester
Pay for one membership level due by <u>September 29, 2023</u>, attend club meetings AND one of the following: Compete in a Region Leadership Conference Competitive Event OR Complete 5 hours of community service due <u>November 17, 2023</u>	Attend club meetings AND one of the following: Compete in a State Leadership Conference Competitive Event OR Complete 5 hours of community service due <u>March 8, 2024</u>

Out-of-Class Option 2
Project Requirements
- Researching About FBLA: FBLA is more than just competing at Region, State, and Nationals. You will prepare two papers about FBLA and its other areas of importance to students who join the organization.

    What you will be researching about in Paper 1:
    - ✓ Explain the goals, mission and objectives of Future Business Leaders of America.
    - ✓ Explore the impact and opportunities a student organization (FBLA) can develop to bring business and education together in a positive working relationship through innovative leadership and career development programs.

    What you will be researching about in Paper 2:
    - ✓ Explore the local, state, and national opportunities available to students through participation in related student organization (FBLA) including but not limited to conferences, competitions, community service, philanthropy, and other FBLA activities.
    - ✓ Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

        o **First Paper Due Date – November 17, 2023**
        o **Second Paper Due Date – April 19, 2024**

Write a MLA style report – <mark>must be at least 2 typed pages in length (double-spaced, 12pt font).</mark>

Parent Signature Page

Dear Parents/Guardians:

After reading this syllabus, please have you and your student sign below and have your student return this page to me.

I have reviewed the attached course syllabus with my child and we are aware of the course requirements, grading procedures, and expectations. I agree to fulfill my commitment as a parent/guardian/student to the best of my ability. If my child fails to carry out any of his/her responsibilities, I understand the criteria for his/her grading determination. As a parent/guardian/student, I understand that the course must operate in accordance with stated policies and procedures for the course, Introduction to Software Technology, taught by Miss Risaliti.

My student will be participating in the following Professional Development Activity:

 ___ Future Business Leaders of America
    - Region Conference Cost is $30 due by September 29, 2023.
        or
    - 10 Community Service Hours due by March 8, 2024.

 ___ Project: Researching About FBLA
    - 1st Paper due by November 17, 2023.
    - 2nd Paper due by April 19, 2024.

_____   _____

Student Signature   Date

_____   _____

Parent/ Guardian Signature   Date

Parent Contact Information (==Need at least one form of contact==)

Home Phone:	
Work Phone:	
Cell Phone:	
Email:	