

Syllabus for Fundamentals to Web Page Design

Mrs. C. Oden

Room 114

School Number: (770) 929-0176 ext. 368

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Office Hours: Monday 3:00 – 3:30 or by appointment

COURSE DESCRIPTION:

This fundamental course emphasizes the development of skills required for developing and producing web pages. Students will plan, create, layout, and use markup languages to add interactivity to Web sites. Students should be prepared to develop an in depth knowledge of web page terminology, design techniques, procedures, hypertext markup language, and file management. Additionally, students should be prepared to learn through individual and group instruction. Projects will be used extensively throughout the course. Students will be able to identify & define web page design terminology, demonstrate the fundamentals of web page layout/design and site preparation, develop interactive web sites, including multimedia files, demonstrate the ability to manipulate markup language text, analyze web sites for usability, form, and layout, identify & describe career opportunities that utilize web page technology & demonstrate effective teamwork.

GRADE BREAKDOWN:

Candidate Pool Development (Class/Homework)	25%
Professionalism	30%
Business Evaluation (Tests/ Quizzes/Notebook Check)	25%
<u>Business Collaboration (Teamwork, Class Participation)</u>	20%
Total Point Available	100%

GRADING SYSTEM:

A	90% - 100%	excellent
B	80% - 89%	above average
C	75% - 79%	average
D	70% - 74%	below average
F	below – 69%	failing

Semester Grade

1 st semester total available points	80% of the final grade
Comprehensive Semester Exam	20% of the final grade

Candidate Pool Development: (CLASS/HOMEWORK)

- To succeed, students should diligently complete class and homework assignments.
- Class assignments may include terminology, component development and practicing software procedures.
- Additional assignments may include article reviews and case studies.
- Students are encouraged to work with others when appropriate.

Professionalism:

- Being on time to class & bring the proper materials to work effectively in class
 - Dress in appropriate business casual attire
 - Properly communicating with other classmates as well as teachers / participate in all class activities
 - Each student is expected to have ALL required material in class and be prepared when class begins
 - Each student begins with a grade of 100% at the beginning of the semester
 - Each student should attempt to complete weekly classroom assignments
 - Each student must obey all classroom & school rules including following appropriate dress code.
 - Every Wednesday, students will earn professionalism points by dressing in business casual attire.
 - Casual Attire for girls includes:
 - **INFORMAL BUSINESS**
 - Khaki & polo shirts
 - **FORMAL BUSINESS**
 - Blouses & pants suits or dress pants; dresses or skirts
 - Informal & Formal Business Casual for boys includes:
 - Khaki or dress pants, polo shirts and dress shoes
- NO TENNIS SHOES, FLIP FLOPS, casual sandals, house shoes ALLOWED!!!**
- Students must not talk during announcements, the pledge, the Moment of Silence & class presentations

Business Evaluations: (TESTS/QUIZZES/PROJECTS)

- Students' on-going success is best achieved with periodic tests covering pertinent material.
- Tests will vary & may consist of multiple choice, true/false, short answer, essay questions & performance tests
- Students will be asked to complete at least one comprehensive semester project that will be developed throughout the semester
- Project activities may include planning, writing reports, analyzing data & presenting to classmates
- Per school policy, comprehensive mid-term and final exams will be given
- Like tests, mid-term exam questions will be varied in form
- Once graded, assignments & tests should be placed notebooks in **reverse chronological order**, most recent on top, in their binder.

REQUIRED MATERIALS:

- 1'3 ring binder notebook w/ clear cover
- Loose-leaf paper
- Box of Kleenex or hand sanitizer
- Black or blue pens ONLY
- 8 Dividers with tabs
- 1 formal & 1 informal business outfit

Class Procedure s:

- Instructions will be provided three times –
 - Orally
 - Question / answers for clarification
 - In writing
- Requests for clarification of instructions are appropriate but repeated instructions will not be given to students not listening
- Written assignments should be completed in **BLUE/BLACK** pen or pencil only
- Label all assignments w/ the **student's name, current date & period** in the upper left-hand corner
- Use your **BEST** penmanship for all submitted assignments.
- Assignments should be placed in the class **In box** upon completion
- Tests, homework, and class work may be removed from the binder to study for exams, but the student is responsible for returning all items to the binder and filing the materials in the requested order.
- **Students should print only when directed by the instructor.** Extra printing and/or wasted printing will result in a fee of \$.25 per page for black and white copies.

CLASS ATTENDANCE POLICY: (PART OF THE PROFESSIONALISM GRADE)

- Attending class is mandatory & will follow Salem High School's tardy policy established by the administration
- If you are absent from class, you must bring documentation explaining why you were absent on the 1st day returning to school. If not, the absence will be documented as unexcused. After 10 unexcused absences students will be referred to the **Assistant Principal of Instruction** & given a zero for all missed class work.
- Upon a student's 5th absence from any one class, the student must receive permission from Mrs. Harmon & Mr. Wood in order to obtain make-up work. If request is granted, then the student has **10 calendar days** to make-up the work.
- If you are absent, then it is **your** responsible to come to me and get the necessary handouts/materials that you missed in class.
 - **Long-Term Projects (one month) will not be taken if they are late. If you are absent on the due date, you must have someone turn in the assignment for you.**
 - **Short-Term Projects (less than one month) will be taken if they are late. Projects are due at the beginning of the class period.**
- There will be consequences for every violation made against the attendance policy. If you are tardy:
 - 1st offense - Verbal warning
 - 2nd offense - 30 minutes teacher detention will be given& parent phone call
 - 3rd offense - Discipline referral with a recommendation for ISS will be given to administration
- Students will receive 6 Halls Passes for the semester that may be used with teacher approval. If you have a medical condition that necessitates your leaving more often, you should supply the instructor with a medical excuse or note from an administrator. At the end of the semester, points will be given towards their final exam for any unused passes submitted.

CLASS RULES:

- 01) All school rules apply.
- 02) Be familiar with the Salem Student Handbook.
- 03) Exhibit professionalism in dress, conduct, language & communication with other classmates at all times
- 04) Be prompt. Students are considered tardy if they are not in the room with their materials after the second bell.
- 05) Come to class prepared -- bring the necessary materials and assignments.
- 06) Upon entering the class, students should retrieve manuals from the bookshelves, return to their desks & work.
- 07) Consumption of food, including gum, and drinks is inappropriate for this computer lab.
- 08) Any student caught cheating on tests/exams/quizzes will be given a zero & given a discipline referral.
- 09) No personal grooming & do not use lotion or any other grooming products while working on class assignments.
- 10) No cell phones, headphones, MP3 players, External CDs, diskettes, flash drives, memory sticks, or headphones are allowed in the computer lab during the school day.
 - For the 1st offense, the item will be taken up and kept until the end of the period
 - For the 2nd offense, the item will be kept for the remainder of the day
 - For the 3rd & subsequent offenses, the item will be taken up & turned into the administration
 - Repeated occurrences will result in immediate administration referrals

STUDENT SIGNATURE: _____ DATE: _____

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____