



Course Syllabus

Random Lake High School

Teacher(s): Mr. Wills

Prerequisites: None

Grade Level(s): 10-12

Duration: Semester

Email: swills@randomlake.k12.wi.us

Web: www.rlbusinessed.com

General Information

Teacher: Mr. Wills

Prerequisite: Positive attitude and willingness to learn!

Grade Level: Freshman, sophomores, juniors, and seniors

Duration: One Semester; 1/2 credit

Course Description

This course is intended for students with a strong interest in web page design techniques. The course will address a series of design tools including HTML and features of Microsoft® Expression®. Course projects will be practical applications of design techniques.

Textbooks and Materials Used

- Microsoft® Expression
- Internet Explorer®
- Notepad
- Microsoft Office 2007 Suite

McRel Standards & Benchmarks Addressed

Knows the characteristics and uses of operating systems, environments, and utilities

- Knows the different types of operating systems (e.g., multiuser, multitasking, single user)
- Knows how to organize and maintain directories and files using various operating systems

Understands different types and levels of programming languages

- Knows programming languages appropriate for various tasks
- Knows how to develop code with correct and efficient uses of constant and variable data, and sequential, conditional, and repetitive control structures

Knows the characteristics and uses of industry- and subject-specific computer software programs

- Knows that different types of software exist for different subjects and industries (e.g., accounting software, marketing software, production software, health services industry software, aerospace industry software, agricultural industry software)

Wisconsin Model Academic Standards

- Access, navigate, and use on-line services
- Identify and compare types of programming languages
- Import text and graphics from other software programs
- Identify laws and rules pertaining to computer crime, fraud, and abuse
- Describe how the information technology industry impacts society
- Import, export, and merge data
- Use common features of multimedia software
- Describe how information systems have changed the workplace
- Import data, graphics, and scanned images using desktop publishing software
- Design and create a webpage
- Generate newsletters and brochures
- Establish and maintain a records management system

Course Outline

The Fundamentals of Web Design

Activity	Points
HTML Code: Lab 1	27
HTML Code: Lab 2	70
HTML Code: Lab 3	70
HTML Code: Lab 4	40
HTML Code: Table Lab 1	35
HTML Code: Table Lab 2	66
HTML Code: Online Forms Lab 1	20
HTML Code: Online Forms Lab 2	66
HTML Code: Guided Reading Questions	31
HTML Code: Frames Lab 1	45

Using Expression Web Software

Activity	Points
Getting Started with Expression Web Ind. Challenge 1	17
Getting Started with Expression Web Ind. Challenge 2	24
Getting Started with Expression Web Ind. Challenge 3	24
Creating a Web Site Ind. Challenge 1.....	20
Creating a Web Site Ind. Challenge 2.....	18
Creating a Web Site Ind. Challenge 3.....	40
Creating a Web Site Real Ind. Challenge	36
Adding Text and Links Real Life Challenge.....	20
Structuring Text and Styling Text	16
Working with Pictures Real Life Challenge	26
Enhancing a Design with CSS Real Life Challenge	26

Designing Site Navigation Real Life Challenge.....	24
Working with Tables Real Life Challenge	50
Creating Forms Real Life Challenge.....	14

Assessment

Quarter Grade

Daily Work	50%
Tests and Project.....	40%
Responsibility*	10%

Grading Scale

Grade	Percents
A	100 – 90
B	89 – 80
C	79 - 70
D	69 - 60
F	59.9 - 0

Semester Grade

Grades will be calculated using a point system determined by the following criteria:

Quarter 1	40%
Quarter 2	40%
Comprehensive Final Exam	20%

Homework

Late assignments will be accepted until one week before semester exams begin. A deduction of five responsibility points will be given for every class day late.

Responsibility

Each student receives 100 responsibility points at the beginning of each quarter. A 5-point deduction will be made for each occurrence of the following:

- Arriving tardy to class
- Using restroom or drinks
- Failing to treat others with respect
- Non-authorized computer use
- Not staying on task
- Tipping chair
- Playing with plastic cups
- Not being prepared for class
- Using locker to find homework or project used in class

Plastic Cups

Cups placed on top of computer CPU's are designed to help students receive better instructional time with teacher. The colors are a means of decoding the individual need of the student.

Green No problems
Yellow Question on assignment or project
Red Computer is not functioning properly
Purple Student is listening to I Pod or MP3 Player
Orange Student needs assignment/project graded (Web Design Only)

Special Needs

Students requiring special needs need to contact the teacher to make modifications.

Academic Honesty

Academic honesty is required. Students caught cheating will result in a Zero for the first offense for all individuals involved. The Second offense will result in Zero for the Chapter/unit. Third offense will result in class removal with an F.

Cell Phones

Use of cell phones or having a visible cell phone will result in 5 responsibility points each time seen. Cell phones will be confiscated and given to the principal.

Daily Procedure & Expectations

When Students enter the classroom it is expected for the students to complete the following procedure:

1. Read board for daily activities, announcements, and new seating charts
2. Find assigned seat
3. Log into their computer, notify Mr. Wills immediately if anything is not working
4. Take out old assignments, projects, or activities from previous class(es)
5. Wait quietly until class begins

At the end of class, students are expected to complete the following procedure:

1. Save any work
2. Turn monitor (computer last class period off)
3. Clean any unwanted materials
4. Remain seated until bell rings
5. Push in chair
6. Leave classroom

Beverage & Food Policy

Students are allowed to drink water and other approved beverages inside the classroom. Because the risk of spilling liquids onto the computers, all beverages need to be kept in the back of the classroom. Failure to do so will result in Mr. Wills taking the beverage and moving it to the back of the room, and loss of responsibility points.

Food of any kind is not allowed in room 122. Violations will result in loss of five responsibility points and food will be thrown in the garbage.

Seating Charts

Students are given assigned seats created by a computer generated program. Seating charts are used to identify students, take attendance, and offer assistance for substitute teachers. Seating charts will change at least monthly to encourage students to work with other members of the class and build networking skills for the future. If there is a student concern (does not want to sit next to James) or seating requirement (needs to sit in front), please see Mr. Wills.

Attendance

Students are expected to present and actively engaged in learning for every class. Students who are unable to attend class for any reason should contact Mr. Wills to find out missing work. Absent request forms are normally completed and given back to the student on first day of return. However, it is still the student responsibility to find out missing work.

Tardy

Students arriving late to class from another class **must** have a signed note from a teacher. An unexcused tardy will result in a loss of responsibility points for each time tardy to class.

Some quizzes, assignments, and projects will not be allowed to be completed or have will not have time extended if student has an unexcused tardy.

Unexcused Absences

Only work that equals 25% or more of the quarter grade can be made up. All other activities, projects, tests, and quizzes will result in a zero for a grade.

Completing Homework for Other Classes

Students may use the class time to complete homework for other classes if the following criteria have been met:

- All assignments, projects, and activities have been completed
- Student does not have any missing work for class
- Student does not have any missing work for other business & information technology classes

Grade Printouts

Power School allows students access to current grades and missing assignments. If a student requests a printout of their current grade, five responsibility points will be deducted for each printout requested.