

# Business Web Page Design

Coach Stringfellow – Room 802

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<http://www.bountifulbraves.net>

## Course Disclosure/Performance Agreement

### Course Description

Students will explore resources of the Internet and its tools through the use of email, search engines, and Internet browsers. Web publishing software and HTML are used to develop the competencies of creating, formatting, illustrating, designing, editing/revising, and publishing documents on the World Wide Web. Proofreading, document composition, and communication competencies are included. Software that will be used includes: Windows XP, Microsoft Internet Explorer, Netscape Communicator and Navigator, Notepad, Microsoft Office XP and Macromedia Studio MX, and Exam View Pro. Successful completion of this class can yield up to 3 concurrent enrollment college credit hours through Weber State University. **Pre-Requisites:** **Computer Technology.** **Texts:** 1<sup>st</sup> Term – (10 Weeks) HTML Complete Concepts and Techniques, Shelly Cashman Woods, Thomson Course Technology, 3<sup>rd</sup> edition.

### State Competency Core Standards

1. The student will be able to create HTML documents with advanced and multimedia features using a text editor (HTML language) and/or web editor.
2. The student will understand and implement the use of scripting to create a dynamic and interactive web site.
3. The student will demonstrate the principles of good design and graphics and apply them to the creation of web pages.
4. The student will be able to use interactive software to communicate via the Internet or Intranet.
5. The student will demonstrate competency as a Webmaster.

### Classroom Guidelines

- All students will be expected to attend class everyday and be on time.
- All students will be expected to sit at their assigned computer workstation.
- All students will be expected to act in a respectful way conducive to a proper learning/teaching atmosphere. All students will show respect to each other and vice versa. Respect is a two way street. **CELL PHONE USE IS NOT PERMITTED IN THE CLASS ROOM.**
- All students will be expected to be prepared with a pen or pencil each day. A notebook is required as notes and other things can be produced and stored on the computer network, but need to be placed in the notebook after they are printed. The teacher will keep all graded work until the end of the term unless otherwise requested by the student/parent.
- Outside disks, diskettes, zip diskettes, **Flash Drives**, DVD or DVD-RW's and CD's are not permitted in the classroom unless the teacher has granted specific permission.
- All students will be expected to pay the **\$5.00 lab fee** in the school's business office into the account labeled **[DATA PROCESSING-STRINGFELLOW]** no later than at the end of the 2nd full week of class. If the fee is paid by the end of the 2nd week, and the disclosure is turned in, then the student will not have to take the Disclosure Test.

- **Students are not to be playing games**, chatting in chat rooms, instant messaging using cell phones, personal laptops, gaming systems or doing anything that in the opinion of the teacher is not fulfilling the purpose of the class. The only exception to this rule is when the teacher specifically grants permission. All students must adhere to the signed Acceptable Use Policy that each student and parent/guardian have signed at the beginning of the school year. It is a legally binding contract.
- **Students are required to listen and watch videos on their computers while they work on assignments/ (as part of the assignment) and MUST have a pair of their own headphones.**
- The teacher will not provide headphones. The computer speakers are not to be used to listen to the videos or to music, as it is a disruption to the rest of the class. Warnings may be issued on the first occurrence of using the speakers, after that the speakers will be removed.

### **Academic Grading Criteria**

- Participation (Employability Skills) 12% of the total grade.
  - Each unexcused tardy results in a minus 5 points.
  - Each unexcused absence results in a minus 10 points.
- Assignments (Applications, Class work, Homework, On-line Time) 43% of the total grade.
  - Assignments can be worth anywhere from 1-500 points based on the grading scale.
- Quizzes & Tests (Knowledge and Production) 45% of the total grade.
  - All Tests will be worth 25-100 points each.

### **The following percentage grading scale will be used:**

#### **Grading:**

Grade is the same as high school course grade in most cases.

The following percentage grading scale will be used:

95 – 100 = A	80 – 82 = B-	67 – 69 = D+
90 – 94 = A-	77 – 79 = C+	63 – 66 = D
87 – 89 = B+	73 – 76 = C	60 – 62 = D-
83 – 86 = B	70 – 72 = C-	0 – 59 = F

### **Participation/Employability Skills**

- It will be expected that each student fully participates in every scheduled class period. Failure to participate could result in a deduction of a student's academic grade by losing participation points or reducing a student's citizenship grade.
- Each student who earns a tardy will result in a deduction of 5 points from their participation/employability skills grade.
- For students who have un-cleared absences; each day they miss will result in a loss of their entire 10 participation points for that day. Once a student gets that absence cleared, and then they can retain the 10 points they lost.
- Classroom attendance is MANDATORY!

### **Tests**

- Tests will consist of Knowledge and Application type tests. Knowledge tests will consist of multiple choice, true or false, matching, short answers, and essay type questions. The Application type tests will be performed on a computer in the classroom, with the result either being a printout, a saved file, or published web file. Some tests will be taken online using Exam View Pro.
- Tests must be taken on the day given. If a student knows that they will be absent for a test, then in advance, they must make arrangements with the teacher to take the test at another time. If the student is absent because of illness or other personal emergency, then the absence must be cleared and the test must be taken within 2 class periods after returning to school.
- On occasion, if necessary, tardy tests will be given. If a student is late for class on that day, the tardy test cannot be made up.
- Tests must be taken as soon as possible after the original missed test. See the instructor for specific directions.

### **Assignments**

- Assignments will consist of: 1) Skill Applications, 2) Class work, 3) Homework, and 4) Projects. Class work must be accomplished in class and will consist of notes, assignments, outlines, reviews, worksheets, videos and group work etc. Some assignments will be recorded as time “On-Line” in the. Only on special occasion will students be required to do homework unless they have to study for a test. On occasion, students will be asked to help correct other student’s assignments and/or tests.
- All assignments and tests will be worth any number of points as determined by the teacher.
- Assignment and test due dates will be determined by the teacher as he sees fit.
- **LATE WORK** will not be accepted after the assigned due dates.
- **A student must check the class website regularly to see what is missed in case of an absence.**
- Extra Credit will be given randomly throughout the term. Take advantage of it when it comes.
- Open Lab Time is scheduled during normal SIR periods (tutorials/advisory).

If a student is absent for any reason, and then it is the student’s responsibility to clear the absence, check with the teacher for make-up work during your Advisory Period (Brave Block) and turn the work in on time.

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- The policy outlined by the Davis County School District and Bountiful High School will be followed in conjunction with the following:
- Citizenship grades to be considered will be: 1) H = Honorable, 2) S = Satisfactory, 3) N = Needs Improvement, and 4) U = Unsatisfactory. Grades H, S, and N will be considered by the teacher based on attendance, behavior, and adherence to the Acceptable Use Policy. A “U” citizenship grade will automatically be given when a student is in violation of any of the following:
  1. **A student accumulates 4 or more un-cleared or un-excused absences.**
  2. **A student accumulates 4 or more tardies.**
  3. **A student misbehaves negatively in class not conforming to the class guidelines and rules described above.**
  4. **A student is involved in cheating as either the “giver” or “receiver”.**

**Cheating** means getting unauthorized help on an assignment, quiz, or examination. (1) You must not receive from any other student or give to any other student any information, answers, or help during an exam. (2) You must not use unauthorized sources for answers during an exam. You must not take notes or books to the exam when such aids are forbidden, and you must not refer to any book or notes while you are taking the exam unless the instructor indicates it is an "open book" exam. (3) You must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected.

**Plagiarism** means submitting work as your own that is someone else's. For example, copying material from a book or other source without acknowledging that the words or ideas are someone else's and not your own is plagiarism. If you copy an author's words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else's ideas, even if you paraphrase the wording, appropriate credit should be given. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write. Any person violating the provisions of this section is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

5. **A student violates any part of the Acceptable Use Policy when the teacher, the administration, and/or the systems operator have initiated disciplinary action.**
6. **A student uses foul and/or inappropriate language and/or sounds in class.**

- Citizenship credit make-up can be considered only after the student and teacher have made arrangements before the end of the term.
- A “U” in citizenship credit given after the end of the term must be arranged through the school citizenship coordinator.

Please sign below and return this bottom part of the disclosure to your teacher by the end of the 2<sup>nd</sup> full week of class. This is an assignment and is not optional. By signing, each person agrees to adhere to the guidelines, rules, and policies of Bountiful High School and this class.

\_\_\_\_\_  
Date of Student/Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature



\_\_\_\_\_  
Teacher Signature