


<p>Mr. Nicholas Haskin 229-413-1791 e-mail: nhaskin@tcjackets.net</p>	<p>BUSINESS EDUCATION DEPT. <i>Digital Design</i> Course Syllabus 2020-2021</p>	
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Cluster: Information Technology
Pathway: Web and Digital Design

Course Description:

This course is designed to prepare students with the knowledge and skills to be an asset to the collaborative, global, and innovative business world of today and tomorrow. Mastery use of spreadsheets and the ability to apply leadership skills to make informed business decisions will be a highlight of this course for students. Publishing Industry appropriate documents to model effective communication and leadership will be demonstrated through project based learning. Students will use spreadsheet and database software to manage data while analyzing, organizing and sharing data through visually appealing presentation.

Course of Study:

Topic:	Standards: (Georgia Performance Standards)
Employability Skills	IT-DD-1 Demonstrate employability skills required by business and industry.
Productivity	<p>IT-DD-4 Develop a plan to create, design, and market a web site with digital content to a specific target market. IT-DD-6 Identify and develop model digital products that reveal a professional layout and look by applying design principles to produce professional quality digital products.</p> <p>IT-DD-7 Create and edit images and graphics.</p> <p>IT-DD-8 Plan, produce, edit, and publish digital audio. IT-DD-9 Plan, edit, produce, and post a multimedia-rich video project.</p> <p>IT-DD-10 Plan, produce, edit, and publish animations.</p>
Information Research & Development	<p>IT-DD-2 Research, explain, and summarize current state of the web, functions of the web, and future trends emerging of the web.</p> <p>IT-DD-3 Identify logistical, ethical, and legal Issues related to digital media and apply concepts to use of text, graphics, animation, sound, video, and digital images in digital products.</p> <p>IT-DD-5 Explore and write using the various writing styles used on web sites and in digital content to get the intended message across.</p>
Student Organizations	IT-DD-11 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.

In addition to content standards, students will be responsible for showing mastery of the Common Core literacy standards. These standards will be taught using reading and writing activities related to the content area. Reading materials may include novels, technical manuals, articles or other appropriate materials as determined by the instructor.

P.R.E.P. Academy Grading Policy:

Daily Grades/In-Class Assignments.....	20%
Tests	20%
Projects/Lab Work	40%
Benchmark/SLO.....	20%

Make-Up Tests/Assignments:

Students can make up class work and tests or receive help from the teacher before or after school. On days when administrators schedule meetings after school, the lab will not be available for students. Please check with the teacher before you plan to stay to make sure she is available. If a student is absent for any reason, it is his/her responsibility to find out the assignments missed and then make up the work.

Classroom Rules/Conduct:

As part of the P.R.E.P. Academy, the Business Education Department focuses on professionalism, accountability, responsibility, self-discipline and similar work ethics that are expected behaviors in a business environment. Therefore, each student is expected to conduct himself/herself in a professional manner by avoiding the following infractions: (1) unnecessarily stopping the teacher from teaching, (2) hindering other students from learning, and (3) engaging in behavior that is not in the best interest of the class. To insure that an acceptable learning atmosphere is maintained, the teacher will enforce the discipline procedures outlined in the Thomas County Central High School *Parent/Student* handbook. In addition, the following classroom rules will be enforced.

- A. Be seated and ready to begin class when the tardy bell rings. Do not stand around outside the classroom.
- B. Stay awake and alert in class.
- C. Keep drinks/food/cell phone/electronic devices in book bag. Do not bring these items down the hallway.
- D. Discard trash in trashcans.
- E. Keep book bag, purse, etc, out of the aisle. Keep purses on the floor beside your seat.
- F. Do not interrupt the teacher or another student unnecessarily during instruction.
- G. Be respectful of the teacher and students in the class.
- H. Remain seated until class is dismissed by teacher—no moving to visit with friends.
- I. Dress appropriately as documented in the *Parent/Student* handbook.
- J. Keep the computer settings established by the computer technician, and avoid touching the back of the computers.
- K. Students will not receive credit for an assignment that was obtained dishonestly and will be required to complete a more difficult alternative assignment. Any student involved in assisting or allowing the dishonest student to obtain the assignment must also complete an alternative assignment and will not be given credit for the previously-completed assignment. **Student directories will be checked periodically for individual completion of assignments.**
- L. All computer assignments must be completed at school.

Consequences for Misconduct:

- **1st Offense: Verbal Warning. Documented.**
- **2nd Offense: Written Warning. Copy sent home for parent signature. Documented.**
- **3rd Offense: Disciplinary write-up to Mrs. Adams, CTAE Director and Assistant Principal.**

Computer Use:

Students will be required to access the Internet for some assignments and projects. Each student must have an Acceptable Use Policy (AUP) on file at the school. All policies in the AUP will be followed.

Students should only use the Internet when instructed for classroom purposes. Students who are caught playing games, downloading/streaming music, on inappropriate websites, attempting to bypass the filtering system, e-mailing, or participating in other questionable activities will receive a referral and their computer privileges may be revoked.

Future Business Leaders of America (FBLA):

A quarter of a million high school and middle school students, college and university students, faculty, educators, administrators, and business professionals have chosen to be members of the premier business education association preparing students for careers in business.

Why is FBLA-PBL so popular? It's simple. We have developed a unique value program that excites students, faculty and administrators, and business professionals to join our organization. If you are interested in developing leadership, communication, and team skills, or simply looking for an organization to meet and network with others at the local, state and national levels, then FBLA-PBL is the organization for you.

EOPA Statement

Students are encouraged to select a pathway beginning in ninth grade that is connected to their college and career goals. This course is one of three courses in the Web & Digital Design Pathway in the CTAE department. At the conclusion of the third pathway course, students will be required to take an End of Pathway Assessment. This assessment provides students an opportunity to demonstrate what they have learned by completing an on-line, nationally recognized exam. Students who complete a pathway and earn an industry credential by passing the assessment will receive a graduation cord to signify their achievement.