INSTRUCTOR: Mrs. Erika Quintana, Business Technology Department Teacher
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COURSE MATERIALS:
Textbooks: *HTML and JavaScript, BASICS 4E*. Thompson Course Technology.
Barksdale, Turner, 2011
*Macromedia Studio MX 2004 Step by Step*. Kirsti, Aho, 2004
Movie: *Excel@HTML Introduction to HTML*, Standard Deviants Interactive DVD.
Internet and Internet Resources
Supplemental materials as needed
Speakers-approved according to district policy
Student materials needed: Binder, paper, and pencils

COURSE DESCRIPTION:
Upon completion of this course students will be able to:
- Create, store and retrieve data and internet web files
- Maintain an organized file system
- Understand HTML, JavaScript, and CSS to create web pages
- Perform computing fundamentals
- Use images and graphics, tables, forms, and frames
- Develop web pages that include hyperlinks and JavaScript functions
- Integrate levels of web design, creating interactive features
- Use the software Macromedia Dreamweaver MX to create a website
- Know and understand Internet policies and procedures for using and publishing on the WWW.

GRADING POLICY:
Following district policy for letter grades, grades will be assigned as follows:
100 % - 90% = A
89% – 80% = B
79% - 70% = C
69% - 60% = D
59% or below = F

Students will be assessed by written work, tests, teacher observation, projects, and course standards completion.

SPECIAL REQUIREMENTS:
Computer Applications II is taught as a lab class; students are required to complete work in class.
Students with excused absences should check with their teacher to schedule make-up time.
Students with unexcused absences will need to make up their work as assigned and complete additional time after school. Assignments for unexcused absences will be assigned at the teacher’s discretion. **Unexcused absences may result in a ZERO grade for the class missed.**
CHEATING:
Students found to be cheating will receive a ZERO grade and district policy will be followed. See Parent/Student guidelines handbook and Student/Parent Technology Use Contract provided at the time of registration, as well as the classroom Acceptable Use Policy (AUP). Students using/sharing student data files or any computer generated files will receive a grade of ZERO and the district policy for cheating will be followed. Student may be removed from the classroom and receive a grade of F and/or no credit for that grading term.

**It is permissible to assist classmates with general computing techniques and advice, and interaction is encouraged; however, each student must develop his or her own solutions to the written assignments, assigned projects, and tasks.

CLASSROOM GUIDELINES/RULES:

- No food, drinks, candy, or GUM permitted in the computer lab
- No headphones, ipods, or other electronic music devices
- No plug in electronic devices-- i.e. games
- Students are not permitted to roam or surf the internet at their discretion. More information will be discussed with you by your instructor. District policy requires that each student and parent sign a TECHNOLOGY USE CONTRACT at the time of enrollment. Please understand these rules will be enforced to the fullest extent of District policy, and violators will be removed from this class immediately.
- Students will treat teachers, staff, and other students with respect
- Disruptive behavior will not be allowed
- Students will treat other people’s property with respect
- Remain at your workstation unless you are given permission to leave by your teacher
- Obey the school dress code; violations will be addressed
- NO HATS- remove hat upon entering campus and all classrooms and school buildings
- Students will respect computer lab property at all times
- Be responsible for your station- if, for example, your book is written in or you notice something is wrong with the computer report it immediately to your teacher so you are not blamed for the damages.

Please sign and return the bottom portion of the agreement.

I have read and understand all the information contained in this Course Description.

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Student Signature                Date                Parent Signature                Date