


<p align="center">Mr. N. Haskin 229.225.5050, ext. 191 e-mail: nhaskin@tcjackets.net</p>	<p align="center">BUSINESS EDUCATION DEPT. Digital Design Course Syllabus 2019-2020</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	<p>IT-DD-1 Demonstrate employability skills required by business and industry.</p> <p>BMA-HRP-1 Demonstrate employability skills required by business and industry.</p>
Productivity	<p>IT-DD-4 Develop a plan to create, design, and market a web site with digital content to a specific target market.</p> <p>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.</p> <p>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> <p>BMA-HRP-5 Develop a training plan for employees after investigating methods of employee training and development.</p> <p>BMA-HRP-6 Analyze the data and respond to results of job description analysis, development, and design.</p> <p>BMA-HRP-7 Assess the performance evaluation process and its relationship to promotions and demotions.</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</p>

	<p>intended message across.</p> <p>BMA-HRP-2 Apply the basic human resources principles as they relate to managing an effective and efficient organization.</p> <p>BMA-HRP-3 Examine employment law and ethics as they refer to contemporary issues in Human Resources Management.</p> <p>BMA-HRP-4 Apply and model the concepts of recruitment, interview, and selection of employees in the current labor market.</p> <p>BMA-HRP-8 Review, develop, and compare employee compensation and company-sponsored benefits.</p> <p>BMA-HRP-9 Investigate causes for and consequences of employee disciplinary action and relative employee rights.</p>
Student Organizations	<p>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.</p> <p>BMA-HRP-10 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.</p>

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%

System Grading Scale

- A 90-100
- B 80-89
- C 70-79
- Below 70 (Failing)

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. Examples of inappropriate sites include Archbold Hospital and eBay.

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

Digital Design is a “Stand Alone” course offered at Thomas County Central High School to enhance digital skills and learning. Digital Design offers students the opportunity to learn advanced digital skills using the Adobe platform. There is not an EOPA for this course as it does not complete a pathway.

Career Opportunities

The Business Education Department at Thomas County Central High School goes through an in depth process to ensure that we are offering courses that are relevant to local business needs, student interest, and relevancy to their pursuit of future degrees. Below is a list of degrees directly related to this class and other occupations which overlap into this skill area.

SAMPLE Pathway OCCUPATIONS See *Georgia's HOT Careers to 2020 for more information on high-skilled, high-wage and high-demand occupations.			
<u>Occupation Specialties</u>	<u>Entry Level of Education Needed</u>	<u>2012 Annual Wage</u>	<u>Annual Openings 2012-2020</u>
Web Developers	Bachelor's Degree	\$68,200	190
*Computer System Analysts	Bachelor's Degree	\$73,800	810
Computer Programmers	Bachelor's Degree	\$75,400	230

Source: Georgia Department of Labor/ONET

<p>*Related Pathway Occupations: Web Developers Computer & Information Research Scientists Computer System Analysts Computer Programmers Software Developers Computer Systems Engineers/Architects (national data list this occupation as new and emerging. Design and develop solutions to complex applications problems. (ONET)</p>	<p>Other Related Information Technology Occupations: Web Administrators Computer & Information Systems Managers Computer Network Architects Computer Operators</p> <p style="text-align: right;">*ONET Online</p>
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Possible Student Pathway Credentialing Opportunities:
Students completing a pathway are eligible to take a Credentialing/End of Pathway Assessment (EOPA) upon successful completion of the three required courses in the pathway. For specific assessment information, refer to http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx .