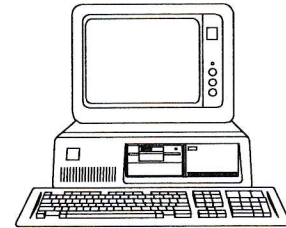


# WELCOME TO MULTIMEDIA DESIGN!



Course Description: Multimedia Design (T<sup>4</sup> — Teens Teaming with Teachers and Technology) is designed to provide students with skills involving presentations, desktop publishing, web publishing, and digital graphics. The curriculum includes the following skills:

- Technology Skills --- e-mail, Web browsers, copyright, netiquette, Internet searching, forums, newsgroups, listservs, and software applications such as word processing, spreadsheets, and databases.
- Presentation Skills --- page layout, multimedia presentation tools, web page construction, graphics, video production, and digital imagery.
- Teaching Skills --- developing objectives, locating supporting resources, researching subject matter, project evaluation, and mentoring.

In addition to my instruction on the above curriculum, during the last 9 weeks of the semester my students will work with one or more teachers to incorporate technology into one or more lesson plans. These projects will range from Powerpoint Presentations to video production to web pages. Students will develop these projects during the T4 Alabama class and in collaboration with the teacher involved and online consultants with the statewide T4 Alabama Project.

Prerequisite: Business Technology Applications or Career Preparedness *and either* Advanced Business Technology Applications or Management Principles.

- I. Instructor: Dr. AnnaKay Holland, RHS Career/Technical Office: 331-2110 ext. 1203
- II. Fees: A \$30 supply/equipment fee for the year is payable by the end of the first week of school.
- III. Textbooks/Software: (Provided by school)
  1. Microsoft Office Advance, Shelly Cashman Series, South-Western Publishing Co., Cincinnati, OH, 2009.
  2. Desktop Publishing, Susan E. Lake, South-Western Publishing Co., Cincinnati, OH, 2009.
  3. Web Page Design, Herbert F. Brown, South-Western Publishing Co., Cincinnati, OH, 2009.
  4. **COMPUTER SOFTWARE:** Microsoft Office 10 and video production software.

(The textbooks remain in the Computer classroom at all times; they may not be taken home.)

- IV. Supplies Needed:
  - A. Pen or pencil (for note taking)
  - B. For note taking: loose leaf paper in a 3-ring loose leaf notebook (pocket dividers would be helpful) (a thin, 1" loose leaf notebook is a good size)

V. Grading Method:

Nine Weeks' Grade:

|    |      |                      |
|----|------|----------------------|
| A. | 10%  | Employability Skills |
| B. | 40%  | Tests                |
| C. | 50%  | Daily Work           |
|    | 100% | Total                |

RHS Grading Scale:

|                  |
|------------------|
| A = 90 - 100     |
| B = 80 - 89      |
| C = 70 - 79      |
| F = 69 and below |

A. 10% Employability Skills

On the job, it is very important for you to be organized, to be able to follow directions, to be at work on time, to have good attendance, to keep neat work areas, and to maintain professional behavior. In an effort to help build these characteristics in each business

student, part of every nine weeks' grade will be "Employability Skills." Everyone begins each nine weeks with a grade of 100 for Employability Skills. It is so easy to keep the 100 and let this portion of your total grade help your average; or, you can lose points from this part of your grade and hurt your average for the following reasons:

1. Failure to follow classroom rules = -2 points per violation
2. Failure to clean up your work area and leave it neat = -2 points per violation
3. Coming to class without proper supplies (note taking materials, etc.) = -2 points per violation (Do not ask to borrow paper from others in class)
4. Any disorderly conduct that interferes with our classwork = -2 points per violation
5. Repeated misbehavior will result in a zero employability grade

B. 40% Tests

Tests can be either in written (questions) form or in production form. Occasionally, a job from one of our books may be typed as a production "pop" test. It is your responsibility to schedule make-up tests that you miss. Teacher projects will also be scored as a test.

C. 50% Daily Work

We will cover approximately 300 - 375 jobs in this course. Each job is worth 5 points; this gives you a possible score of approximately 100 for your daily grade each nine weeks. Some jobs will only be checked for participation and for format; others will be randomly checked word for word for accuracy. Points will be deducted for uncorrected typographical errors, formatting errors, etc. Jobs missed due to absence from school may be done in your spare time or after school. Failure to turn in a job or to make up a job will result in the full 5 points deducted. Making up missed work is your responsibility. All make-up work is due within three days of the absence.

D. Honesty

Students are expected to exemplify honesty at all times. Examples include but are not limited to, questioning by teachers or administrators, homework, and tests. Cheating will not be tolerated at Russellville High School. Any student caught cheating will be given a zero on that test or assignment and a zero for that nine weeks' employability grade.

E. iNOW Home

Grades are posted each week on Wednesday; therefore, if a test is given on Thursday or Friday, it will be the following Wednesday before all grades are up-to-date. Please notify your parents of this posting date when they are checking grade reports on iNOW Home.

VI. FBLA:

All students enrolled in Business Classes are eligible for membership in FBLA (Future Business Leaders of America). Joining FBLA is a great way to supplement your business education. See one of the business teachers (Dr. Holland or Mrs. Moore) for information about membership; dues are \$15.00 per year (includes local, state, and national dues) or \$25.00 per year (includes dues and t-shirt).

Please return this page to Dr. Holland.

I have read the above course outline, and I understand what is expected of me this year in Multimedia Design.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I have read the above course outline, and I understand what is expected of my child this year in Multimedia Design.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

It is the official policy of Russellville City Schools that no person shall be denied employment, be excluded from participation, be denied the benefits of, or subjected to discrimination in any program or activity on the basis of race, color, disability, sex, religion, national origin, or age. The Assistant Superintendent has been designated as the person coordinating the effort to implement this nondiscriminatory policy. If there are questions or concerns, contact him by phone at 331-2000 or in writing at 1945 Waterloo Road, Russellville, AL 35653. RHS Business Classes are open to all students. See Dr. Holland or Mrs. Moore for more information about any business class.