CA II—Multimedia and Web Design
Mrs. Kathryn Vanderslice

Course Syllabus

Contact Information
Phone: 704-636-4420 ext. 211
« Please call during my planning period 1:00—2:30 or guidance (ext. 115) to schedule a conference.
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Course Description
This course is designed to help students’ master advanced skills in the areas of word processing, database management, spreadsheet, telecommunications, desktop publishing, and presentation applications. Emphasis is on data communications, Internet and e-mail, as well as skill development in the integration of software applications, ethical issues pertaining to information systems, and information technologies careers. Communication skills and critical thinking are reinforced through software applications.

Course Materials

- 3 ring binder: at least 1”
- Five subject dividers
- Loose leaf paper
- Pencil(s) and blue/black ink pens

Notebook Sections

1. Course Materials (syllabus and schedule)
2. Unit 1.00 & 2.00 Desktop Publishing
3. Unit B 3.00 & 4.00 Multimedia and Webpage Design
4. Tests/Quizzes

Grading

Quarter Grades:

- 25% Class work
- 40% Projects
- 25% Tests
- 10% Quizzes

Final Grades:

- 37.5% 1st nine weeks
- 37.5% 2nd nine weeks
- 25% VoCATS – Required by the State.
Academic Integrity

Your name (whether signed, written, printed, or typed) on any work submitted is your pledge that you have neither given nor received any unauthorized help on the work. Academic dishonesty will not be tolerated. If you are caught being dishonest you will receive a zero and your parents will be notified.

Due Dates

These assigned dates are extremely important. They indicate your willingness to get the job done on time. Therefore, all late work will receive a 5 point per day deduction and work not made up will count as a zero. Schedule your time wisely!

Make-up work

When you are absent, it is YOUR responsibility to find out what was missed. Please check the make-up folder and class website (edu2.0) for your work and assignments. Do not accept “nothing” as an answer from your classmates when you ask what we did. You will have the number of days you were absent plus one additional day to make-up any missed work without penalty.

Attendance Policy

Students are expected to be present for each class. Students that miss more than 7 days are required to make up these days, minute for minute. A ‘Recovery Timesheet’ is available in the office and must be given to the teacher to complete. It is the student’s responsibility to get this form and have it completed, detailing absences over 7 days and when and where the time is made up.

Tardy Policy

Students are expected to be at their desk when the bell rings. Tardies are cumulative for all classes per semester. Students that arrive later than 10 minutes will receive a tardy and discipline referral for skipping. 1\textsuperscript{st} and 2\textsuperscript{nd} tardies are warnings and parental awareness, 3\textsuperscript{rd} and 4\textsuperscript{th} earns you teacher extra work, 5\textsuperscript{th} tardy earns you After School Detention (ASD) and your 6\textsuperscript{th} plus tardy will be referred to the principal.

Classroom Policies

1. When the bell rings, students must be in class with the necessary materials ready to begin.

2. Do not talk or get up when Mrs. Vanderslice is addressing the class or another student has the floor.

3. No food, drink, or candy is permitted in this computer lab.

- This computer lab contains expensive, technical equipment that requires special care. Students must respect and treat the equipment with care at all times. Anyone who is caught intentionally damaging the equipment will be held responsible for ALL expenses in its repair or replacement.

4. No sleeping in class.
5. Respect yourself, the rights and properties of others students and teachers.
   - Students are expected to act in a manner conducive to learning. If an inappropriate behavior occurs, a student will be warned. If there are further occurrences of this misbehavior, disciplinary actions will be taken. If a severe infraction occurs, there will be no warning and the student will be referred to a principal!

6. Keep your area and the classroom clean!
   - This includes throwing way any trash and not writing on the tables, chairs, equipment, etc.

7. Class is dismissed by the teacher, NOT the bell!
   - Students are expected to remain seated at the end of class until you are dismissed by the teacher!

8. Follow all school rules and the Code of Conduct at all times.
   - Including school absentee, tardy policy, dress codes, proper behavior, and the use of electronic devices at school.

**Disciplinary Actions** – depending on severity of the infraction

- 1st time: Verbal Warning
- 2nd time: Notify Parent -sent out of room
- 3rd time: Referral to Principal