Advanced Computers & Digital Media Design

2020-2021
Grades 11-12
Prerequisite(s): Intro to IT
& Computer Hardware & System Support

Welcome to Advanced Computers, the class that every adult now wishes their high school had offered!   Advanced Computers & Digital Media Design is the capstone class for the Information Technology Academy. The goal of this class is to polish the software skills and interactive media skills necessary for college and a career. This course includes the college and job readiness documentation necessary for graduating seniors as well as the Microsoft Office skills and multimedia skills necessary for success at college or in the job market.

Instructor: Ms. Susan Gross

Contact Information:

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Course Description

Semester 1 MS Office
** Dual-Enrollment (4 credit) Course MCC CRC 125

This half of the class is a hands-on course designed to allow students to work with the Microsoft Office Professional Suite. The course is designed for students to understand the various features and tools in each application; in addition to students viewing the applications as a workgroup. The goal is for students to transcend point-and-click skills and ideally to understand how to problem-solve using the software. Hands-on, practice problems are a must.

Semester 2 Digital Media Design

This second half of the class provides an essential foundation for the student interested in learning interactive media and web design programs. Through the study of digital and interactive media and its application in information technology, students will analyze and assess current and emerging technologies, while designing and creating multimedia projects for an audience based on the needs of the client

Course Units/Objectives

This course is broken into 2 Semesters
1.   **Semester 1 MS Office - Dual Enrollment MCC CRC 125**

   Unit 1 - Word/Word Processing Proficiency & PowerPoint/ Presentation Proficiency
   Unit 2- Excel/Spreadsheet Proficiency & Access/Database Basics

2.   **Semester 2 - Digital Media**

   Unit 1: <u>Digital Media</u>: what web design is and articulate the difference between web design and development. Identify how websites have changed society, education, arts and commerce.

   Unit 2: <u>Digital Media Design</u>: This unit introduces students to basic web design using HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). Throughout this unit scholars will be introduced to planning and designing effective web pages; implementing web pages by writing HTML and CSS code; enhancing web pages with the use of page layout techniques, text formatting, graphics, images, and multimedia; and producing a functional, multi-page website.

Grading Policy

Assessments
Curriculum Embedded Perform Tasks (CEPTS) 50%
Projects 30%
Other Work
Classwork 10%
Class Participation 10%

Classroom Materials

Online: **In Class:**
Chromebook/MiFi   Writing materials: Pen/Pencil/Paper

Classroom (Workplace) Expectations

#1 **Be Accountable & Reliable**: Be at work(class) for every shift and on time. If you cannot make it, let your supervisor (teacher) know ahead of time. Come to work (class) prepared to do the work you are asked to do, in the time you are given. **BE A TEAM PLAYER** when working with other employees (classmates) do not expect them to do all the work when it is a team effort so that you are seen as a reliable employee (scholar)

#2 **Be Action Oriented-Tenacious & Proactive:** Participate in the work. When you do not understand the work as a co-worker (classmate) or your boss (teacher) as soon as possible. Stay awake and focused on the job (learning). If there is a chance to show what you are capable of to yourself, your teammates or your boss (teacher) do not hesitate to show off your abilities (actively participate in the class) being proactive is how a part of your promotions & raises are determined (grades).

#3 **Be Attitude Positive & Ethical:** Do your work without complaining; even when it is not what you may like to do. Be honest even when you make a mistake (mistakes happen), accept the consequences of your mistakes with grace. If a coworker (classmate) makes a mistake, be helpful not hurtful. Follow the electronics policy - no personal phones or other electronics while on the clock (in class) - it is unethical

to be getting paid for work you are not doing, and eventually can cause serious harm to your advancement at work (grades). Do NOT take credit for someone else's work; either a co-worker (classmate) or information you got off of the Internet. In the world of work doing the right thing never is the wrong thing and can save you from getting let go.

4 **Be Appropriate & Respectful:** If what you are about to say/write or do to another employee (classmate) or your supervisor (teacher) would get you fired the DON"T do/say or write it. Think before you speak

Communication Policy

When you have questions for me, please use the following guidelines so that class time is maximized:

➔ **Office Hours are from 1:45 to 3:30 on ZOOM** please feel free to come during that time for any concerns , questions or help you may need (*link is in the Google Classroom*)

➢ **Questions about assignments** that come up **outside the class time or Office Hours** should be posted in the Q & A for that week' s assignment and I will get back with a reply as soon as possible. Scholars should also check the Q & A first, as another scholar may have already asked and an answer was given.

➢ *If you missed the class, it is your responsibility to read the Week at a Glance, go through the*

Google Class Slides to get caught up on the work you missed - BEFORE - contacting the teacher

➔ **Questions about technology** needs or problems will be handled through the process setup for the whole school
➔ **Personal matters** should be discussed with the teacher through email or if it is something you do not want to write about, then email that and request a time will be set up for us to speak over the phone.

Parent/Guardians

Parents/Guardians are an integral part of each and every scholar's success. I work for you and your son/daughter so please do not hesitate to reach out to:
-   Check on your scholar's progress/attendance
-   Ask questions about assigned work
-   Let me know if your scholar will be missing from class do to illness or other family issues
-   Or if you need help on something related to their future: college, training, work papers, etc.

Please reach out to me as well if there are additional ways you can be reached - the more ways we have to stay in touch with each other the more successful we will be in helping your son/daughter in their learning.