



Semester Syllabus

Welcome to Media Mania for the 2013-2014 school year. I am Mr. Rachels, the instructor. Media Mania is a one semester class. The purpose of this class is to introduce you to basic Computer Technology. You will learn the fundamentals of computers, word processing, spreadsheets, multimedia/presentation software, video & graphic files, internet/network usage, and computer game development. The subjects you master in this class will add to your success for the remainder of your school career.

As much as possible this class will be a paperless class. Only a few assignments will be printed. The majority of your work is submitted to me on the network. You will print notes and study sheets on occasion.

Parents can contact me by calling the school and leaving a message or e-mail. My e-mail address is: jrachels@ems-isd.net. The school telephone number is 817-847-9210. Conferences can be scheduled on an as needed basis. Normal conference times are school day mornings 7:30am to 9:15am and school day afternoons from 2:45pm to 4:00pm.

The following is a tentative schedule for the class:

Section 1)

Introduction to Class Procedures

- 1) Rules/Procedures
- 2) Logging on & Terms of Use
- 3) Retrieving and returning files to/from the network folders

Keyboarding

- 1) Why you need to know how to keyboard (type).
- 2) Proper techniques
- 3) Practice, practice, practice (daily warm-up).

Section 2)

Introduction to computers (1st week)

- 1) Concept of computing (defining computing).
- 2) Different types of computers (desktop, laptop, tablets/notebooks)
- 3) A general overview on hardware.
- 4) Software (Copyright & Plagiarism)
- 5) Internet, Intranet, and World Wide Web
 - a. Safety, searches, and Bullying

Section 3)

Microsoft Office (weeks 2-10)

Common products:

- 1) Word (documents)
- 2) Power Point (presentations)
- 3) Publisher (design and layout of printed/publisher materials)
- 4) Excel (spreadsheets)
- 5) OneNote (note taking/sharing)

This section will teach how to choose the appropriate application for the required task.

Example: Using Publisher to create a flyer instead of using Word. Students will learn common commands shared between the Office products along with learning each component's specialty. Students will pull together each component to complete different projects throughout the semester.

Section 4)

Video (weeks 11-14)

These are some of the topics covered in the video section of the semester.

- 1) Capturing video
- 2) Lighting and camera angle
- 3) Editing
- 4) Compression

Mastering these units will lead to creating a final semester product encompassing the use of all materials studied.

Section 5)

Game Development (weeks 14 -18)

Students will study the elements required to creating a computer game. The following topics are covered in this section:

- 1) Storyboarding
- 2) Types of electronic games
- 3) Kodu

After creating a game, the students will have a final semester product to develop a commercial advertising their game. Students will begin by using the MS Office products to create the promotional materials (presentation) for the game. Followed by a brief commercial (details of each piece of the final project will be explained throughout the semester).

Grades will be calculated in the following manner:

Warm-up work	minor grade	minor 60%
Daily work	minor grade	major 40%
Quizzes	minor grade	
Test	major grade	
Projects	major grade	

Students are expected to follow all school rules. Most discipline situations will be handled by me assigning detention or getting the parents involved. As a last resort I will involve the school administrations.

Classroom Rules

- 1) Obey all school rules & be respectful to everyone.
- 2) Remain seated during class.
- 3) Only visit appropriate/approved websites (**no video/music/game sites**).
- 4) Avoid using any floppy disc, CDs, or removable drives from home unless given permission from Mr. Rachels.
- 5) Do not unplug any cables, cords, power supplies, or the like from any of the computers and only touch your computer, mouse, and monitor.
- 6) In this class, only work on Media Mania, not other assignments from other classes unless approved by Mr. Rachels.
- 7) No gum in this class.

Students are not allowed to download games, music, or video. I do not allow students to change the default setting on the computers. Disk and any type of removable storage from outside class are prohibited.

If a student damages and/or vandalizes* any equipment (desktop computer, cameras, etc.), the legal guardians will be responsible for replacement and/or repair.

*see next page

* Vandalism is prohibited and will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the District's network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of District policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users. Users will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt, or bypass system security are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws.

Parents please complete, sign, and return the last page.

Media Mania, Mr. Rachels, PVMS

Student name _____

Mother _____

Father _____

Phone numbers: (Please provide at least one phone number and one email)

Work mother _____

Work father _____

Cell mother _____

Cell father _____

Email address _____

Email address _____

Parent signature _____

Parent signature _____

Questions or comments
