

FBLA



FBLA is an integral, co-curricular component of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace readiness skills, and broaden opportunities for personal and professional growth.

Membership into FBLA is strongly encouraged, as it serves as a building block for leadership development, Networking, and career preparation.

FBLA dues are \$15.00, which covers state and national dues.



Equal Education Opportunity Statement

It shall be the policy of the Calhoun County Board of Education that all students, without regard to status (e.g., homeless, limited English proficient, migrant, etc.) will be provided a free and appropriate public education, including equal and appropriate educational opportunities and support services, to enable them to achieve state and local content and achievement standards. Pursuant to such policy, no student shall be improperly excluded from participation in, denied the benefits of, or subjected to discrimination in any program or activity on the basis of gender, race, religion, belief, national origin, ethnic group, disability, or other protected status.



WWHS

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MULTIMEDIA PUBLICATIONS

*Business, Management &
Administration*



Teacher: Melanie Brooks

COURSE INFORMATION:

Multimedia Publications is a one-credit course designed to provide students with the ability to utilize digital equipment and multimedia digital imaging software, produce interactive media projects, and develop publication layouts. Students use various hardware peripherals as well as the Internet for integrating skills to create a variety of publications. There is no prerequisite for this course, although Business Technology Applications is highly recommended.

Prerequisites: None

Class Fee: \$30. This fee covers paper, ink, and various materials to cover hands on projects.

CREDENTIALING:

Microsoft Office Specialist (MOS) certification is the leading IT certification in the world. More than 1 million MOS exams are taken every year in over 140 countries.

Demonstrate you have the knowledge, skills, and abilities to productively use Microsoft Office. MOS enables you to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.



COURSE GOALS:

Students are expected to meet all course goals and apply knowledge through real life situations. A variety of teaching methods are used to teach decision-making, problem-solving, communication, and employability and technological skills to students. Techniques



include the use of brainstorming, collages, guided practice/guided questioning, hands-on activities, independent practice, work-based learning, and peer teaching. Hands-on and problem-solving experiences are encouraged to allow students to become engaged in the learning activities, business procedures, and to practice desired behaviors and attitudes. Students are expected to become actively involved in activities, experiences, and assessments that deal with applying, synthesizing, and evaluating knowledge and skills learned in this class.

COURSE REQUIREMENTS:

ALL CALHOUN COUNTY SCHOOL POLICIES WILL BE FOLLOWED.

The internet will be used in class periodically. If the computers and Internet are not used properly, disciplinary action will be taken. All policies regarding the use of technology in the Calhoun County Code of Conduct will be followed. All students must sign and have their guardian sign an Internet permission slip before student passwords will be given.

Follow all directions, class routines, and procedures to maintain a positive learning environment, students are prohibited from speaking or using the computers while instruction is being given.

Regular attendance is necessary for this class. Most assignments will be completed in the computer lab, and may not be completed anywhere else. Check the class webpage to obtain missed assignments. **IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN AND SCHEDULE MAKEUP WORK!** All Calhoun County policies regarding makeup work and excused absences will be followed.

BRING NECESSARY MATERIALS TO CLASS DAILY!

These include writing utensils, paper and a notebook.

Respect every person and all property in the classroom.

Students may not at any time tamper with or access another student's files, use another student's username and/or password, or access any prohibited programs or websites. Doing this is a violation of technology policies, and will result in immediate termination of the student's user account and disciplinary action.

If class rules are not followed, students will receive a warning, followed by classroom discipline. Classroom discipline will include either a break detention, at the discretion of the teacher. Repeated violations will result in parental notification and/or referral to administration. Cheating, major violations, or violations of the technology policies will result in immediate referral to the administration.

WELLBORN HIGH SCHOOL