Computer / Web Page Design

Workplace Technology Topics		WPD Topics
Workplace Technology Topics MacBook / email documents / formatting spreadsheets communicating ideas web searches collaboration **Business Computer Apps Topics** computing fundamentals using productivity software living online web development	**Mr. Vince Schmaltz** **Education:** BS Math Education and K12 Educational Technology Endorsement, BHSU (2004) **Experience:** 20 years at SBHS **Website:** https://vs029.k12.sd.us **Email:** vincent.schmaltz@k12.sd.us	**WPD Topics** HTML computer systems design principles adobe suite scripting languages

Weights

Semester Grade (85% of Final Grade):
Daily Work (60%) - Time will be given in class to complete daily work and projects. If absent, you are responsible to make up the work that was missed.
Assessments (40%) - Assessments may be announced or unannounced and will be given periodically. If you are absent the day of an assessment, you are responsible for making arrangements with me.

Final Exam (15% of Final Grade): Essays and Questions

Classroom Expectations

1. Be Respectful (treat others the way you want to be treated, show kindness and consideration, accept others for who they are)
2. Be Reasonable (ask for permission and keep me informed)
3. Be Responsible (be in control of you own behavior, do your part when working with others, bring MacBook, and have your work completed on time)

Procedures

Snacks / Drinks: In classroom: water only (otherwise ask for permission)

Electronic Devices: cell phones/music players – put away

Tardies:

1-3   conversation with student

4+   Office consequences

Late Work: Turn work in on time; work not completed during class will be student's responsibility to complete outside of class. Accepted by end of week or make arrangements with me

Notes

Please let me know if you have any questions – I am here to help each student be successful
Class Assignments and Information can be found on my Website
I am available before and after school for additional help, please make arrangements