

Manson School District

Introduction to Digital Communication

Instructor: Mrs. Batch
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Classroom: Room 1-Business

Course Description:

This course is designed to prepare you to perform basic data and text entry using standard and customized software products. It includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, audio and tape dictation (voice recognition software), and various interactive software courses used for tasks such as word processing, spreadsheets, databases, and others.

Course Objectives:

- Demonstrate proper file management techniques and computer fundamentals.
- Research/retrieve on the Internet and understand rules and laws pertaining to plagiarism and ethics while adhering to district Acceptable Use Policies. (Internet Basics)
- Create business documents such as memos, letters, reports, tables, and announcements.
- Develop proofreading and editing skills
- Apply basic Word formatting tools to enhance documents
- Use voice recognition software to create business documents. (Voice Recognition)
- Demonstrate proficiency by generating on-screen presentations. (Presentation Software)
- Organize information on a spreadsheet and incorporate charts and graphs. (Spreadsheets)
- Demonstrate proper skills using database software (enter, create, edit and sort databases)
- Use web design software to create and view a web page.
- Demonstrate proper techniques to using a scanner and digital camera and how to save them in the appropriate format (GIF, JPG, BMP)
- Understand and apply Web Design elements such as color, formatting layout hyperlinks, browser connection (code and viewing), HTML
- Demonstrate understanding of a variety of software and hardware tools through the creation of an integrated project which incorporates a possible career choice.

Course Evaluation:

Projects	25%	Assignments	25%
Exams	30%	Daily Work	10%
Participation	10%		

Grading Scale:

93-100 = A	83-86 = B	73-76 = C	60-66 = D
90 - 92 = A-	80-82 = B-	70-72 = C-	0-59 = F
87-89 = B+	77-79 = C+	67-69 = D+	

Acceptable Use Policy: Student and parent/guardian have signed Manson School District policy that applies to acceptable use of the school computer system.

Tardy and Discipline Policy:

1 st Tardy/Offense – Verbal Warning	3 rd Tardy/Offense – Student/Teacher/Parent Conference
2 nd Tardy/Offense – Parent Contact	4 th Tardy/Offense – Office Referral

Student Expectations:

- Come to class on time and be in my assigned seat with all necessary materials before the bell rings.
- Do my best on all assignments and complete them on time.
- Make up all my work due to absences within a week of my return otherwise one letter grade will be deducted from the work for every day following that week.*
- Be positive, respectful, and encouraging to help others succeed.
- Respect myself, my teachers, my classmates and their property.
- Comply with all school rules and regulations.
- Keep my parents informed about my progress in school.
- Use my time productively in school, at home, and in the community.

****Students can make up missing assignments or re-do assignments before school. Please communicate your plans with your teacher.***

Teacher Expectations:

- Expect all students will work together to ensure the success of this class.
- Expect best efforts from each learner resulting in high quality work (including prompt, regular attendance, and meeting timelines).
- Provide a respectful and friendly environment in terms of how people are treated as well as all personal and school properties.
- Communicate with all parents regarding their child's progress.

Parent Expectations:

- Provide my child with a healthy home environment.
- Support homework, discipline and attendance policies.
- Visit my child's school and participate in school events whenever I can.
- Communicate my child's school and teacher as much as I can.
- Encourage my child's learning at school, at home, and in the community.

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PLEASE SIGN AND RETURN as soon as possible.

(Student's name) _____ has read and understands the class requirements, expectations, and policies and will follow them to the best of my ability.

(Parent/Guardian name) _____ has read and understands the class requirements, expectations, and policies and will follow them to the best of my ability.

Parent/Guardian: Please note any concerns that would help your student succeed in this class.

(Print) Parent/Guardian Name: _____ Phone # _____

Mailing Address _____ Email Address _____

City _____ State/Zip _____