

DIGITAL COMMUNICATION TOOLS

Instructional Syllabus
Reitz Memorial High School
Fall 2006

Course Description

Digital Communication Tools includes three skill development areas: technology (including keyboarding), learning (study) and career investigating.

In the *Technology* segment, students develop touch keyboarding skills with emphasis on entering alphabetic, numeric, and symbol information on a computer keyboard. Exposure to new input technologies such as voice recognition, tablet PCs, PDAs and handwriting recognition programs will also be introduced. Lastly, students will format simple documents such as personal notes, letters, resumes and short reports by using a variety of Microsoft 2003 software programs.

In the *Study Skills* segment, students learn skills associated with acquiring, recording, organizing, synthesizing, remembering and using information and ideas. Students learn and practice skills necessary to learn how to study and be responsible for their learning. These include learning styles, goals, time management, listening, remembering, test taking, note taking and critical thinking. This session consists of brief informational talks, numerous hands-on activities relating skills to other classes, and technically-assisted activities such as video, audio, computer tutorial and simulation.

In the *Career Investigation* segment, students look at their interests, skills, personality, and attributes and use what they discover to make a viable career decision. Students will learn to use the school's computers, the Internet and media facility to research information on a career. Students will also learn how to consider and modify their career plans as needed.

In addition, students prepare for some of the demands that the world of work will place upon them, such as completing an application, creating a resume, interviewing for a job, getting along with employers and co-workers, having and keeping a job, decision making and coping with peer pressure.

Upon completion of this course, students will use their learning and technology skills to prepare a portfolio containing the results of their career investigation and other materials completed during the semester.

Prerequisite: None

Length of Course: One Semester

Class Sessions

Each 90-minute block is divided into 2 class sessions of 43/44 minutes with a 4-minute passing time. The *Technology* segment is held in Room 104. The *Study Skills and Career Investigation* segment is held in Room 239. There will be no bells between the sessions; therefore, students are responsible to be on time to each. Since students will be moving in the halls when other classes are in session, they should remain silent. Disruptive behavior will result in time spent after school.

Required Materials (\$30 fee, in lieu of textbook, will be collected in class)

Digital Communication Tools:

- Pen/Pencil
- Paper
- Flashdrive (256 mb or higher recommended)

Study Skills and Career Investigation:

- Student Agenda
- 3-ring binder (provided)
- Pen/Pencil, Paper and Highlighter (provided)

Grading

The Technology segment and Skills/Career Investigation segments will each be graded separately, each counting 50% toward the quarter grade. The semester grade will be calculated as follows:

- Quarter 1 = 40%
- Quarter 2 = 40%
- Semester Exam = 20%

Technology Segment:

The Technology grade for first quarter will be based on the following:

- Technique – 30 percent
- Jobs/assignments – 40 percent
- Tests – 20 percent
- Timings (see chart below) – 10 percent

The Technology grade for second quarter will be based on the following:

- Technique – 20 percent
- Jobs/assignments – 50 percent
- Tests – 20 percent
- Timings (see chart below) – 10 percent

Timings Grading Scale – 1st Quarter

One-Minute Timings Gross Words Per Minute Error Limit (1 error)			Three-Minute Timings Gross Words Per Minute Error Limit (3 errors)	
<i>Grade</i>	<i>Speed</i>		<i>Grade</i>	<i>Speed</i>
6) 100-95	40+		6) 100-95	30+
5) 94-92	39-37		5) 94-92	29-27
4) 89-87	36-34		4) 89-87	26-24
3) 84-82	33-31		3) 84-82	23-21
2) 79-77	30-28		2) 79-77	20-18
1) 74-72	27-25		1) 74-72	17-15
0) 69-0	24-0		0) 69-0	14-0

Timings Grading Scale – 2nd Quarter

One-Minute Timings Gross Words Per Minute Error Limit (1 error)			Three-Minute Timings Gross Words Per Minute Error Limit (3 errors)	
<i>Grade</i>	<i>Speed</i>		<i>Grade</i>	<i>Speed</i>
6) 100-95	50+		6) 100-95	40+
5) 94-92	49-47		5) 94-92	39-37
4) 89-87	46-44		4) 89-87	36-34
3) 84-82	43-41		3) 84-82	33-31
2) 79-77	40-38		2) 79-77	30-28
1) 74-72	37-35		1) 74-72	27-25
0) 69-0	34		0) 69-0	24-0

Study Skills and Career Investigation Segment:

Each activity in or out of class will be assigned points. These points will be accumulated, and then converted to a percentage. Periodically students will receive a printout of their grades. If returned, signed by a parent, an extra credit point can be earned. Other extra credit opportunities will be offered throughout the quarter. Students should take advantage of these.

Attendance

Since this is a class relying a lot on participation and hands-on activity, attendance is crucial. If students are absent, it is their responsibility to make arrangements to meet with their teacher during their next SRB or before school to complete the work. Students are expected to be on time to each class session. The attendance policy as described in the agenda is also in effect.

Tardies

Students will be allowed three (3) tardies per quarter without penalty. Upon the 4th tardy and for each subsequent tardy within a quarter, the student will be required to spend time after school.

Requests to Leave Class

Requests to leave the classroom for whatever reason will be reviewed individually. Very few hall passes will be written as students will have an opportunity to visit the restroom, drinking fountain, etc., during the four (4) minute break between segments.

Submitted Work

Being prepared for class and meeting deadlines are crucial to maintain positive progress. All work is expected to be a representation of the student's best effort and submitted as requested. This includes using proper grammar, spelling and structure in all verbal and written communication skills.

Study Skills and Career Investigation:

Since meeting deadlines is an organizational skill stressed in this session, late work will result in a 10% grade reduction per day during the first grading period. NO work will be accepted late during the 2nd grading period. Use the student agenda.

Final Project

The Final Project is a completed portfolio. This takes the place of a final exam. Entries will be explained and created throughout the semester. Students will be given the scheduled exam time to make any additions or corrections before submitting it.

Cheating

Presenting another student's work as your own is unacceptable. Such activities may result in no credit for the activity, the grading period or course.

Lab Rules

Students are to follow the lab rules as posted in the computer lab as well as in the Internet Policy that is signed by both parents and students.

Instructors

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