

COLUMBIA JUNIOR HIGH SCHOOL

A WORLD CLASS LEARNING CENTER

DIGITAL INFORMATION PROCESSING

MR. HANNAH
SPRING 2009

Course Description

Communicating with people effectively is the foundation of business, professional, and academic success. Modern technology has provided us with terrific digital communication tools that enable us to communicate more efficiently. Those who wish to enjoy success will possess the ability to choose the appropriate tools, master the use of such tools, and apply their skills in an ever-changing world. Digital Information Processing is structured to teach students how to be successful in school and at work using today's powerful digital communication tools. In addition, Digital Information processing will help students focus on and explore career options as well as select a possible career pathway to follow as students move through their high school years.

Course Outline

Career Cruising

- 2012 Graduation Requirements
- Matchmaker—identify careers that match interests and abilities
- Pathways—choose a career pathway to focus on
 - Science and Natural Resources
 - Arts & Communications
 - Health & Human Resources
 - Engineering & Technology
 - Business & Marketing
- Portfolio—create education and career portfolios
- Resumes
- Applications
- Interviewing Basics

Fundamental Computer Use

- Microsoft Vista
- File Management

Review Keyboarding Techniques

- Prevent repetitive stress injuries
- Become more productive

Voice Recognition

- Vista Voice recognition

Microsoft Office 2007

Word Processing

- Memorandums, business letters (Celebrity Letters!), and MLA report formats
- Creating tables
- Working with graphics to enhance documents

Spreadsheets

- Microsoft Excel

Professional Presentations

- Microsoft PowerPoint
- “About Me Slideshow,” group research & presentation project, and “Music Slideshow”

Database Basics

- Microsoft Access

Course Expectations

Digital Information Processing (DIP) is an important part of Career and Technical Education at Columbia Junior High. Students will be expected to learn, maintain and demonstrate appropriate behavior conducive to a professional working environment. Students will be assigned to teams and are expected to be actively contributing members.

Most work can be completed in class in the time allotted; however, students will be more successful with consistent practice outside of class. Late work will be accepted no later than one week after the student receives the assignment. Unexcused late work will receive a reduced grade. Room 141 will be available for students to schedule time to complete make-up work. **Students are responsible for obtaining missing work upon returning from an absence.**

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Internet and Software Application Expectations

Students are not allowed access to software applications or the Internet unless the instructor gives express permission or an assignment requires it. IF A STUDENT CHOOSES TO VIOLATE THIS POLICY, HE OR SHE WILL LOSE 5% OF THEIR TOTAL GRADE. This policy may be modified when appropriate. Students will be required to have a current Electronic Systems Use Agreement. If a student misuses classroom equipment he or she will be referred to the administration for immediate action. Consequences for equipment misuse can be anywhere from a one day suspension to referral to local law enforcement.

Classroom Rules

- ◆ **RESPECT** – All members of the class will demonstrate respect for members of the class, school, and community.
- ◆ All rules from the Columbia Junior High student handbook will be applicable in this class. COLUMBIA JUNIOR HIGH'S ATTENDANCE POLICY WILL BE STRICTLY ADHERED TO FOR THIS COURSE. REMEMBER: ALL ABSENCES AFTER 7 WILL RESULT IN A GRADE REDUCTION. AFTER 22 ABSENCES, YOU WILL LOSE CREDIT FOR THE SEMESTER.
- ◆ No unauthorized use of Internet and software applications
- ◆ No unauthorized printing
- ◆ No food and candy in the classroom
- ◆ Water bottles with pull caps are allowed. Juice and soft drinks are never allowed.
- ◆ Each workspace must be ready for the next student prior to leaving the classroom. Students must keep their workspace clean and organized—ALL trash in the trash bin & chairs pushed in.
- ◆ Students must logoff their workstations (or shutdown after 6th period) prior to leaving the classroom. WAIT BY YOUR CHAIRS FOR THE BELL TO RING. DON'T LINE UP AT THE DOOR!

Missing Assignments, Late Work Policy, and Extra Credit

The majority of the assignments in DIP will be completed in class because not all students have ready access to the software used outside of school. If a student is in class AND uses his/her time productively, assignments should be able to be completed within the confines of the school day. In the event that a student gets behind or has been absent, coming in outside of class may be required. All students are encouraged to come in before school or after school to complete missing assignments as soon as possible. All missing assignments MUST be turned in by the end of the day Friday of the week AFTER the assignment was originally assigned. Example: An assignment was given on Tuesday of Week 1 and a student was absent or didn't turn it in during the class period. That student has until Friday afternoon of Week 2 (almost two weeks) to turn the work in. Full credit will be given as long as it is turned in by this ABSOLUTE deadline. If the deadline passes, that assignment can no longer be turned in. Partial credit is not given, and very few opportunities for extra credit are given so students must plan accordingly.

Grading Breakdown

Daily Assignments/Projects	65%
Professionalism/Participation	15
Tests/Quizzes	10
Keyboard Timing & Technique	5
Leadership	5
Total	100%

Contact Information

If you would like to contact Mr. Hannah, please contact via e-mail at khannah@fife.k12.wa.us or call between 7:30 a.m. & 3:00 p.m. at 517-1600 Ext. 27141. To check student progress in this course, please go to "GradeChecker" at fifeschools.com.

PLEASE HAVE THIS SIGNED AND RETURNED TO MR. HANNAH BY FRIDAY 1/30/09 FOR YOUR FIRST ASSIGNMENT

Student Signature _____ Date _____

Parent Signature _____ Date _____