

Digital Communications Tools - “Digi-Tools” – Course Syllabus

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Prep Period – 1st period

Welcome to *Digital Communications Tools (Digi-Tools)*. This one term course is a Freeman High School elective. There are no prerequisites for this one-half credit class that has been designed for both those students who have previously taken a computer class or those taking a computer class for the first time. Using Dell computers, students will utilize the computer applications most commonly used in business to create professional documents.

Digi-Tools is an exploratory course designed to introduce students to project-based curriculum using specific skills and tools necessary for today’s world and the world of the future. Digi-Tools blends computer literacy skills, traditional and emerging input technologies, Microsoft Office applications, resume and portfolio building exercises, business and career applications, office procedures and digital communication skills. Students will develop basic touch keyboarding skills with emphasis placed upon correct position, technique, speed and accuracy. At the conclusion of the first semester, students will continue on with *Digital Design*, utilizing the skills acquired in Digi-Tools, and further develop their computer knowledge by using Dreamweaver, Flash, Fireworks, HTML and Photoshop.

Weeks*	Content	Activity
4	Introductions/Expectations Computer Components/History Keyboarding Intro/Review	Safety; Equipment Usage; History; Hardware; Computer Terminology; Introduction and review of alphabetical keys; Speed and accuracy development.
3	Word Processing – Formatting <i>Microsoft Word 2016</i>	Letters; Memorandums; Reports; Tables; MOS core skills sets.
2	Voice Recognition <i>Dragon Naturally Speaking 7.0</i>	Basic set up; Learn Dragon Naturally Speaking; Speed and accuracy development.
2	Spreadsheets <i>Microsoft Excel 2016</i>	Basic set up and manipulations; Simple functions; Charts and graphs; MOS core skills sets.
1	Internet Basics <i>Internet Explorer</i>	Acceptable use policies; Searching/Researching on the Internet; Copyright; Internet ethics.
2	Presentations <i>Microsoft PowerPoint 2016</i>	Basic creation of presentations; Proper presentation skills; Introduction to scanners, digital cameras etc...; MOS core skills sets.
1	Desktop Publishing <i>Microsoft Publisher 2016</i>	Introduction to graphic design; Brochures; Flyers; Advertisements; Utilizing clip art, digital cameras and various peripherals
1	Career Exploration	Complete Career Research Program; Utilize WOIS, COPS and/or Bridges; Do career search; Write career report, Resume, Letter of Application and Thank you letter.
2	Final Culminating Project	Integration of all items above.

*This timeline is an approximation. Actual time will vary based on acquired skill level of students.

MICROSOFT CERTIFICATION OPPORTUNITY (OPTIONAL)

Students may have the opportunity to prepare for and successfully pass the Microsoft Office Specialist (MOS) Certification Test. This optional program is designed to measure and validate users’ skills with the Microsoft Office suite of desktop applications (Word, Excel, PowerPoint, Access). A student who is MOS Certified has proof of his/her productivity and, therefore, a head start in the competitive markets for jobs and promotions. More and more companies are specifically requesting MOS Certified job applicants.

GENERAL COURSE OBJECTIVES:

- Furnish students with the meaning and significance of computer terms used in the business world.
- Create a portfolio containing examples of applications learned throughout the semester.
- Develop business-like work habits including: organization, accuracy, efficiency, initiative, attention to detail.

SPECIFIC COURSE OBJECTIVES:

Upon completion of this course, the students will be able to:

- Increase their computer vocabulary.
- Purchase a computer system based on performance as well as cost.
- Operate a computer and related peripheral equipment within a network.
- Develop keyboarding skills using the “touch-method” of typing. A minimum of 35 words per minute and an accuracy level of not more than three errors per minute are expected.
- Develop data inputting skills using the “voice-method”.
- Follow oral and written directions.
- Utilize time management techniques
- Detect and correct errors in completed work using a variety of methods.
- Prepare for the world of work by keying application letters, resumes and utilizing interviewing skills.
- Create a multi-media project involving a variety of texts, sounds, photos and videos.
- Utilize the Internet to access:
 - Information, forms, and graphics to support many of their tasks.
- Perform word processing tasks including:
 - Saving, retrieving, editing, center, bold, replace, move, spell-check, thesaurus, copy, paste, justification, hyphenation, search, replace, pagination, flush right, columns, font changes, header, footer, merge, draw, table and graphic insertions.
 - Specific documents may include letters, tables, reports, envelopes, memorandums and the like.
- Perform spreadsheet tasks including:
 - Labels, values, cells, formulas, copying, word processing insertion, formatting, sorting and graphing.
- Perform desktop publishing tasks including:
 - Letterhead, brochure, flyer, greeting card, newsletter, and certificate.
- Create professional presentations using Word, Excel, PowerPoint, and Publisher.
- Increase their ability to perform in a leadership role

GRADING SCALE:

Students will be evaluated and graded in the following four major areas:

10% - Keyboarding Technique

10% - Leadership Component

20% - Timed Writings (Speed and Accuracy), including both the Keyboard and Voice Recognition

60% - Production (Daily Work, Tests, Projects, Daily Work Habits etc...)

(A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 - 69 F = 0 - 59%)