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From: "Thompson, Jeaniene" <JTHOMPSON@columbia.k12.mo.us>

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To: "Thompson, Jeaniene" <JTHOMPSON@columbia.k12.mo.us>**Subject:** Greetings from Graphic Design and Desktop Publishing at Hickman High School**Attachments:** Mime.822 (8 KB) [\[View\]](#) [\[Save As\]](#)

Good afternoon! Your student is in my Digital Media class. Though this class is located at Hickman High School, it is also considered a Columbia Area Career Center class and fulfills the practical arts requirement.

Digital Media is designed to introduce students to text, image, audio, video, and web manipulation techniques and refine communication skills and other qualities necessary for working in a technology-oriented business world. Students will create and edit various print, audio, and video projects as well as design interactive web sites. This course will cover a variety of programs in the Adobe package such as Photoshop, Premiere, InDesign, and Flash.

There will be very little homework assigned in this class as much of the work must be completed in the classroom because expensive equipment and software are required. Since most of the work will be completed in class it is critical that your student be in class everyday. Each unit and each class will build on the previous information learned. If a student is absent it will be necessary for that student to put in make-up time outside of class.

There are computers available for students to work outside of class. I am generally available by 7:15 a.m. every morning and after school through at least 4:00 p.m. (unless I have a meeting). If your student has a study hall, he/she can obtain a pass to come into the classroom to work.

My conference time is from 7:45 – 8:35 a.m. daily and I can be reached at 573-214-3030. The quickest way to reach me is through email (jthompsoc@columbia.k12.mo.us). I will do my best to provide you with periodic updates about student performance and our projects via email. You can monitor your student's progress in my class by contacting me and by viewing Home Access, their online grade book. To get more information about Home Access go to <http://www.columbia.k12.mo.us/homeacc.php>.

Please don't hesitate to contact me with any questions or concerns. I look forward to getting to know your student.

Jeaniene Thompson
Digital Media Instructor
Hickman High School/Columbia Area Career Center