OHHS Career and Technology Business, Management and Administration Course Syllabus

Course Name: Microsoft IT Academy I
Course Code: CTO104
Prerequisite: None, open to grades 9, 10, 11, and 12
Length: One semester
Course Fees: None

COURSE DESCRIPTION:
Use basic MS Word features to create a variety of documents, using styles, themes, tables, lists, graphics, and various formatting. Projects will support your high school course work for lab and research reports in English, Social Studies, and Science. A primary goal and point of emphasis is to work toward becoming a certificated Microsoft Office User Specialist in Word and PowerPoint.

TECH PREP:
Completion of this course with a grade of "B" or better qualifies for credits from Skagit Valley College.

COURSE RESOURCES/TEXTBOOK:
    Microtype Software
    MS Word amd PowerPoint Software
    SAM from Cengage.Com (online MS Office training tool)
    GMetrix

GRADING SCALE:

40% Exams   50% Daily Work (Assignments)   10% Professionalism

Points will be given and a grade based on your percentage of points on units and daily work and tests.

93% & above	A	83-86.99%	B	73-76.99%	C	60-66.9%	D
90-92.99%	A-	80-82.99%	B-	70-72.99%	C-	below 60%	F
87-89.99%	B+	77-79.99%	C+	67-69.99%	D+		

Assessments:
    Students will complete exams on SAM from Cengage.com and GMetrix covering daily work progress.
    Certiport MOS exams for certification

Daily Work:
    This grade will be based on completion of SAM & GMetrix. These activities are used to help train students on the tools of the software they are using.

Keyboarding Technique:

Most Important—**Eyes on the book, paper, or your computer screen**—not your fingers when typing

Feet **flat** on the floor

Wrists bent and **NOT** resting on the keyboard; Elbows bent and relaxed at your side

Back straight—sitting up in your chair

Professionalism**:**

o You will typically earn 2 points a day for coming to class and working in a professional, cooperative, and productive manner. Bonus points are available for exemplary work habits. The following actions will earn your points:

o On time

o In uniform, dressed appropriately

o On task – working on appropriate tasks

o Respecting others with words and actions – builds others up!

o Obeying class rules

MAJOR ASSESSMENTS:

Unit Tests, Certiport MOS Exams
Keyboarding Speed/Improvement

MATERIALS/SUPPLIES:

Computers with internet access – provided in classroom

INSTRUCTIONAL TOPICS (Students will be able to)

1. Modify the Document properties
2. Create a new blank document
3. Create a new document from a template
4. Edit a PDF document
5. Save a document as a Web page
6. Save a document as a template
7. Save a document as macro-enabled
8. Print a document using the default settings
9. Print a selection
10. Set print scaling options
11. Display the Developer tab
12. Resize a table column
13. Insert a table column
14. Insert a date field in a Word document
15. Use a content control to insert today's date
16. Change text wrapping around a shape
17. Move a floating object
18. Edit content control placeholder text
19. Go to a bookmark
20. Change the caption label
21. Switch to Print Layout view
22. Copy and paste text
23. Use the Format Painter
24. Use the Office Clipboard to copy multiple items
25. Change the font color
26. Change the font
27. Change the font size
28. Clear formatting
29. Highlight text
30. Apply a text effect
31. Change line spacing
32. Change paragraph spacing
33. Create a numbered list from existing text
34. Display/hide formatting marks
35. Create a bulleted list from existing text
36. Create a hanging indent
37. Indent an entire paragraph
38. Indent the first line of a paragraph
39. Create a multi-level list
40. Change the style of a multilevel list
41. Change a bullet to a picture
42. Create a new character style
43. Find and replace text
44. Find formatting in a document
45. Replace formatting in a document
46. Insert a page break

47. Set a gutter margin
48. Create a table
49. Convert text to a table
50. Create a Quick Table
51. Insert a picture
52. Insert a shape
53. Insert a SmartArt graphic
54. Insert a hyperlink
55. Insert a bookmark
56. Create a document header
57. Insert page numbers
58. Create a different first page header
59. Create a WordArt text box
60. Insert a building block into a document
61. Insert a text box from the gallery
62. Insert text from a file
63. Create and save a building block
64. Insert a Quick Part
65. Insert a symbol
66. Change the theme
67. Change the Style Set
68. Add a custom watermark
69. Add a background color to a page
70. Add a texture background
71. Change document margins
72. Change the page orientation
73. Set custom margins
74. Create columns
75. Create a continuous section break
76. Change the paper size
77. Create a footnote
78. Insert endnotes
79. Modify footnote numbering
80. Create a bibliography
81. Create a new citation
82. Edit a citation
83. Insert a caption for a photo
84. Change caption numbering
85. Exclude labels from a caption
86. Add a caption to a figure
87. Mail Merge letters, print labels
88. Switch to Outline view
89. Go to a page
90. Zoom out to view multiple pages
91. Split the Word window
92. View open documents side by side
93. Record a macro
94. Run a macro
95. Delete a macro
96. Insert a checkbox content control
97. Insert a drop-down content control
98. Insert a rich text content control
99. Set drop-down content control properties
100. Set rich text content control properties
101. Insert a plain text content control
102. Insert a combo box content control
103. Protect a form
104. Set document formatting restrictions
105. Unprotect a document
106. Change the page number start number
107. Create alternating odd/even footers
108. Apply a picture effect
109. Recolor a picture
110. Change picture brightness and contrast
111. Apply an artistic effect
112. Apply a style to a picture
113. Change the border color of a picture
114. Wrap text around a graphic
115. Flip a picture
116. Change the position of a picture
117. Crop a picture
118. Add a shape to SmartArt
119. Apply a table style
120. Delete a table row
121. Insert a row in a table
122. Merge cells in a table
123. Change column width using Autofit
124. Sort a table on one column
125. Convert a table to text
126. Use formulas in a table
127. Link header to previous section
128. Utilize spelling & grammar check
129. Utilize thesaurus & AutoCorrect
130. Use MS Word help feature.
131. Save, Open, Manage Word files
132. Modify & use Themes & Styles
133. Format business style documents

OHHS PLAGIARISM POLICY:

Any student, who knowingly turns in any work that has been done by someone other than himself or herself, and fraudulently represents it as his/her own, shall be considered to have cheated. Cheating also includes: aiding someone else in cheating, the use or preparation of written, pictorial, or other materials not authorized by the instructor during a test or assignment, the use of testing materials obtained previous to the test date, or plagiarism of any kind. Students found cheating will also be subject to an office referral, which could result in a suspension. As an effort based school, students who have plagiarized/cheated must still demonstrate their learning. Thus, students will be given the opportunity to complete the work. This will fall under the "Late Work Policy" of the teacher where total possible points may be reduced.

RE-DO POLICY:

OHHS is an effort based school where we believe all students can learn. We also know that students learn at different rates. Thus, we are implementing a re-do policy that recognizes the needs of individual learners.

100% Re-do
- o Assessments (with exception of the Final semester exam)
- o Key Assignments: Evidence that demonstrates mastery of a standard

Teachers may:
- o require completion of supporting assignments prior to re-do opportunities for students to show they can meet the standard.
  - ▪ *All unit assignments must be completed and corrected by the student prior to retaking a unit exam.*
- o require students to complete re-do of work outside of class time.
  - ▪ *All make up work and re-dos/test retakes will be done during Tutoring/Extra Help times listed below.*
- o limit the number of re-do opportunities for each assignment.
  - ▪ *Students will have 1 re-do/retake opportunity for each test/project.*
- o assign zero grades when students choose not to do key assignments and/or assessments to standard.
- o have different requirements for late work.
  - ▪ *See Late Work Policy below.*

All opportunities for re-do work will come with a deadline as assigned by the teacher.
  - ▪ *Students will have 1 week from when the original Project/Test was scored and returned to the class to complete re-do work or to retake a test.*

LATE WORK POLICY:

All daily work can be completed up until the day of the Microsoft Certification exam. After that, no credit will be given.

TUTORING AND EXTRA HELP

The computer classroom, room A216, will be open at 7:15 in the morning before school and it will stay open until at least 2:45 pm after school. Students are welcome to come in and type or work on class projects during those hours.

Students needing extra help can come in after school Tuesdays and Wednesdays.
- o Students unable to come in after school can make an appointment for before school, during lunch, or other afternoon if available.

The computer classroom will be closed Mondays after school because of teacher meetings.

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