

OHHS Career and Technology Computer Science

MS WORD SYLLABUS

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 complete IT Academy's Microsoft Word Essentials 2013 and work toward becoming a Microsoft Office User Specialist in Word 2013.

TECH PREP:

Completion of MS Word earning a grade of "B" or better, qualifies for 3 college credits at Skagit Valley College (OFTEC 122).

COURSE RESOURCES/TEXTBOOK:

- ▶ Microtype Software
- ▶ MS Word 2013 Software
- ▶ Microsoft IT Academy Online Learning Program
- ▶ SAM from Cengage.Com (online MS Office training tool)

GRADING SCALE:

40% Exams

50% Daily Work (Assignments)

10% Work Habits

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

93-100%	A	83-87.9%	B	73-77.9%	C	60-67.9%	D
90-92.9%	A-	80-82.9%	B-	70-72.9%	C-	Below 59.9%	F
88-89.9%	B+	78-79.9%	C+	68-69.9%	D+		

Assessments:

- ▶ Students will complete exams on SAM from Cengage.com covering daily work progress.

Daily Work:

- ▶ This grade will be based on completion of SAM and IT Academy activities. These activities are used to help train students on the tools of the software they are using.

Technique (will be part of Work Habits):

- ▶ 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

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Work Habits:

- You will typically earn 10 points a day for coming to class and working in a professional, cooperative, and productive manner. Work habits will be figured into your daily work grade. Bonus points are available for exemplary work habits. The following actions will earn your points:
 - +2 On time
 - +2 In uniform, dressed appropriately
 - +2 On task – working on appropriate tasks
 - +2 Respecting others with words and actions – builds others up!
 - +2 Obeying class rules

MAJOR ASSESSMENTS:

- ▶▶ Unit Tests, Certiport Final
- ▶▶ Keyboarding Speed/Improvement
- ▶▶ Technique Checks

MATERIALS/SUPPLIES:

- ▶▶ Computers with internet access – provided in classroom

INSTRUCTIONAL UNITS:

- ▶▶ Review the Keyboard emphasizing **touch**/Microsoft Word features
- ▶▶ Microtype software
- ▶▶ Create and Manage Documents
- ▶▶ Format Text and Paragraphs and Sections
- ▶▶ Create Tables and Lists
- ▶▶ Apply References
- ▶▶ Insert and Format Objects

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
 - Assessments (with exception of the Final semester exam)
 - Key Assignments: Evidence that demonstrates mastery of a standard
- ▶▶ Teachers may:
 - 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.*
 - 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.*
 - limit the number of re-do opportunities for each assignment.
 - *Students will have 1 re-do/retake opportunity for each test/project.*
 - assign zero grades when students choose not to do key assignments and/or assessments to standard.
 - 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 **SAM** 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.
 - Students unable to come in after school can make an appointment for before school or during their lunch.
- ▶▶ The computer classroom will be closed Mondays after school because of teacher meetings.

Instructor:

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