

TECHNOLOGY II

Instructor: Mr. Amorteguy

Date: 24 August 2014

COURSE DESCRIPTION & SYLLABUS

Technology II is the Microsoft IT Academy certification course. The goal of this course is to prepare each student to take the Microsoft Office certification tests for the Office Suite tools. Not all students have to take the Microsoft certification testing, but all students who successfully complete the class coursework will receive a class certificate of completion for each MS Office Suite tool they have successfully completed.

The required class coursework is the Microsoft Office Suite of tools. Each of the following tools will be studied extensively:

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Microsoft Access

Once the MSIT coursework is completed, the students will expand into other applications of computer technology in student directed exploration and application.

STUDENT OUTCOMES

Upon completion of the Technology I course, students will:

- Be familiar with the full suite of Microsoft Office tools and will be competent to use these tools in the process of research and presentation.
 - Being willing to abandon faulty procedures learned in previous computer experiences
 - Being willing to restructure their computer knowledge in light of more advanced procedures is crucial
- Analyze various presentation needs to deliver engaging research projects using diverse media such documents, spreadsheets, PowerPoint presentations, advanced data charts, photography, video, and animation.
 - Knowing what manner of presentation suits the needs of the project
 - Using the tools to complete the task of presenting the information in an engaging and informative manner

Liberty Charter High School has set learning goals which we describe in a collection of expected school-wide learning results. The ESLRs are:

1. Literate Citizens
 - a. Defined as fluency and skilled ability with the written and spoken word as well as technology, math, science, media, history, the arts, and contemporary culture
2. Responsible Community Leaders
 - a. Defined as ethically sound participation in school functions, clubs, and committees as well as voluntary community service that contributes to the success of others
3. Effective Communicators
 - a. Defined as effective communication in distinct situations, solution and results driven involvement in community service, and informed participation in the democratic process
4. Self-Directed Learners
 - a. Defined as informed and responsible decision making, successful integration of multiple uses of technology in various contexts, goal oriented personal pursuits, adaptive to a wide array of professional and cultural settings through exposure to events outside the immediate community
5. Values Conscious Thinkers
 - a. Defined as the ability to analyze the accuracy and context of information and make decisions consistent with one's analysis and values in order to successfully contribute to family, community (local, national, international), and career.

COURSE DETAILS

Late Work and Make-up Policy

Neither late work nor make-up work is accepted unless due to absences verified by the office as excused. The due date of absent make-up work will be equal to the number of excused days absent plus one additional day from the date of return to class.

Student Responsibilities

- Take responsibility for learning
- Utilize lab time only for lab specific projects and do not be distracted by computer use that does not specifically address the project at hand
- Be detail oriented, approach tasks in a structured and orderly manner
- Complete all projects in the time allowed
- Maintain an organized file resource (email, Google Docs, computer storage, etc.)
- Be a self-advocate: ask questions in class; seek tutorial help in a timely manner

Scope and Sequence

Course materials are presented in a cyclical and reoccurring manner. Skills are learned, reviewed and continually used for the remainder of the course. These skills include the use of:

- Microsoft Office Word
- Microsoft Office Excel
- Microsoft Office PowerPoint
- Microsoft Access

ASSESSMENT

Grading weights

- Class work, Behavior & Procedures are 25% of grade
- Quizzes, Tests, and Projects are 55% of grade
- Final Exams (Mid-Term and Final) are 20% of final grade

The percentage grading scale is divided into the following grade level areas:

- Advanced
 - 94% - 100% — A
 - 90% - 93% — A-
- Proficient
 - 87% - 89% — B+
 - 84% - 86% — B
- Standard
 - 80% - 83% — B-
 - 77% - 79% — C+
- Approaching
 - 74% - 76% — C
 - 70% - 73% — C-
- Below
 - 67% - 69% — D+
 - 65% - 66% — D
- Did not complete needed for grade
 - Below 66% — F

HOMEWORK:

Generally there is no homework in a lab class due to the varied computer equipment and software available at home. However, periodically students are given work to prepare prior to the next class meeting. These will be listed on the course website as will their details and due dates.

ATTENDANCE:

Attendance in all classes for which a student is registered is an essential part of meeting the requirements to pass each course. Students will not receive credit for a registered course if they have more than seven excused or unexcused absences within any one semester. Course absences can be made up by completing the missed course work through an independent contract provided the missed course work is completed within two weeks of the due date or by completing the missed course work during Saturday school.

CITIZENSHIP AND CLASS CONDUCT:

Appropriate behavior in this lab class is necessary to achieve a final grade that demonstrates standard proficiency.

- Please honor all school behavior codes.
- A student is tardy if not prepared and in assigned seat at the bell.
- Lack of preparation for class, disregard for behavior codes, extraneous conversation during lecture, and excessive tardiness will be reflected in citizenship grade.
- Lesson introduction and demonstration essential times for technical instruction. When a student is talking during this time, they are interrupting instruction time and not learning as well as possible. They are also affecting the learning process of others.
- Have integrity and honesty in all work that you complete. Students will complete all tasks from start to finish unless specifically directed to work in partners.
- Computer specific behavior:
 - You are responsible to assess computer condition prior to booting it up. If you do not report damage, you will be held responsible for the cost of repair.

