**FERN CREEK TRADITIONAL HIGH SCHOOL**

**COURSE SYLLABUS – 2017-2018**

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| **Instructor:** | Doug Schneider |

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| **Course Title:** | Digital Literacy (MOS) |
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| **Course****Description:** | This course provides further exploration to computer technology and concepts. It will map to the MOS standards and is organized into three key components: Microsoft Word, Excel, and PowerPoint. It will look at the various uses of the computer, important accessories, networking principles, and Microsoft Office applications.  |

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| **Text:** | *Microsoft IT Academy Online Text* and data files for Microsoft Office Specialist |

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| **Materials Needed:** | Pen (Blue or Black Only!) USB Flash Drive (recommended) |

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| **Instructional****Philosophy:** | *The instructional philosophy of the BIT School of Study is that students will experience…** *Project based learning*
* *Hands-on activities*
* *Reading, writing, speaking and listening*
* *Work based learning opportunities*
* *Critical thinking and problem solving*
* *Real world applications*
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| **Course****Standards:** | Upon the completion of the course, students will be expected to:* Use Internet search engines and understand their advantages and disadvantages.
* Use and understand basic computer terminology.
* Use Microsoft Word to create a variety of school and business related documents.
* Use Microsoft Excel to a variety of school and business related documents and perform basic mathematical operations.
* Use Microsoft PowerPoint to create business presentations using tables, graphs, music.
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| **Academic Expectations:** | * **Students are expected to attend class regularly and participate.**
* All work should be completed and turned into the teacher by the due date.
* Students having difficulty should make arrangements to get help from the teacher.
* For extended excused absences, the teacher, student, and parent will collaborate to assist the student in making up missing work.
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| **Classroom Standards:** | * Students are expected to behave in a mature and respectful manner in the classroom. Students must show respect for themselves, each other, the equipment, and anyone who enters the classroom.
* Tardiness will not be tolerated and such students must go to tardy hall.
* Students are expected to comply with all rules and regulations set forth in student handbook and must have student handbook with them each day.
* Consequences for failure to follow classroom procedure include: verbal reprimand, parent/guardian contact, or disciplinary referral.
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| **Instructional Sequence** |
| **Section** | **Unit/Topics** | **Time Frame** | **Lessons** |
| **A** | **Microsoft Word** * Using Microsoft Office 2013
* Word Essentials
* Editing and Formatting Documents
* Working with Tables
* Enhancing Documents
 | **12 weeks** | **Microsoft IT Academy** |
| **B** | **Microsoft Excel & PowerPoint*** Excel Essentials
* Organizing Worksheets
* Creating Formulas and Charting Data
* Create Worksheets and Workbooks
* Navigate through worksheets and workbooks
* Format worksheets and workbooks
* Customize options and views for worksheets and workbooks
* Configure worksheets and workbooks to print and save
* PowerPoint Essentials
* Enhancing Presentations w/ Multimedia Effects
 | **12 weeks** | **Microsoft IT Academy** |

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| **FCTHS Grading Format** | **JCPS Grading Scale** |
| 10% | Learning Targets/Reflections – Student Performance  | A | 90-100% |
| 40% | Formative Assessments – Steps, Quizzes, Checkpoints | B | 80-89% |
| C | 70-79% |
| 50% | Proficiency Exams – 3 week exams, Projects | D | 60-69% |
| U | 59% and Below |

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| **Course Grade Composition** |
| **Total Points** | **Component** | **Category** |
| **10 - 20 pts. each** | Daily Assignments | Journaling/Formative |
| **10 Point scale each** | Projects | Proficiency |
| **100 pts. each** | Tests | Proficiency |
| **Passing 100 pts. each** | Mastery Exam (MOS) | Proficiency Exam  |

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| **Content Area Writing** | Reflections are given after each lesson.  |

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| **Re-Do Philosophy:** | The faculty expects all students to succeed. Students who need additional help or need to re-do assignments will be afforded those opportunities to show their mastery of concepts in class.  |

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| **Extra Help:** | Extra help will be given in the form of in-class peer collaboration. After school help can also be worked out w/teacher on an as needed basis. Students need to conference w/teacher about staying **one day** in advance.  |