**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. |