Mr. Rennels MSITA Syllabus

Classroom: RM 110

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| PREREQUISITE |
| Keyboarding skill: minimum of 35 words per minute based on a five-minute timed writing with errors corrected. |

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| DESCRIPTION |
| By the end of this course, students should be proficient in the following Microsoft programs: Word 2010, Publisher 2010, and PowerPoint 2010. Students are expected to earn industry-recognized certifications in Microsoft Word 2010 and Microsoft PowerPoint 2010. They are also expected to become proficient in Publisher 2010. (Certification testing is not yet available for Publisher 2010.) |
| Students in Microsoft IT Academies benefit from world-class Microsoft curriculum and software tools to tackle real world challenges in the classroom environment. This course can help prepare students for the Microsoft Office Specialist (MOS) in Word and/or Power Point. |
| This curriculum was designed to meet the NC State Board of Education’s Guiding Mission, “that every public school student will graduate from high school, globally competitive for work and post-secondary education and prepare for life in the 21st century.” The course is rigorous and relevant, is based on state and national content standards, and engages technology to teach today’s general of students. Related business and industry partners have endorsed this course as one that helps to prepare students for high-skill, high-wage, and/or high-demand occupational opportunities. |

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| OBJECTIVES |
| A. MICROSOFT WORD |
| \*Note: Objective 1.00 was deemed supplemental as a result of field testing; it will not be on the state exam. |
| **2.00 Apply word processing software application skills using Microsoft Word.** |
| 2.01 Apply beginning skills by creating, enhancing, printing, and sharing Word documents (ELearning Course 10294). |
| 2.02 Apply intermediate skills by customizing, enhancing, reviewing, sharing, protecting, and creating complete Word documents (E-Learning Course 10391) |
| 2.03 Apply advanced skills by reviewing, finalizing, and creating interactive Word documents (ELearning Course 10392) |

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| B. MICROSOFT PUBLISHER AND POWERPOINT | | |
| **3.00 Apply desktop publishing application skills using Microsoft Publisher** | | |
| 3.01 Create a publication (E-Learning Course 10354) | | |
| 3.02 Insert and edit pictures in a publication (E-Learning Courses 10354) | | |
| 3.03 Print and share a publication (E-Learning Course 10354) | | |
| **4.00 Understand Microsoft PowerPoint 2010** | | |
| 4.01 Create presentations by adding text boxes, tables, inserting/formatting images, finalizing, and delivering a presentation (E-Learning Course 10295) | | |
| 4.02 Use intermediate skills to use text boxes, tables, and multimedia while finalizing and presenting material (E-Learning Course 10295) | | |
| 4.03 Customize presentations by customizing the user interface, elements, adding information, multimedia elements, and animation enhancements while finalizing a slide show for delivery (E-Learning Course 10386) | | |
| GRADING | | |
| Students will receive frequent feedback and progress reports (check school website for dates). Missed assignments should be made up immediately but no later than five (5) days upon return to school after an excused absence. | | |
| Learning Activities | Quizzes | Tests |
| Classwork, homework, and group work, including  E-Learning Courses. | Projects and Quizzes | Standard test, unit test, and certification exams |
| 40% | 20% | 40% |

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| BENEFITS OF OBTAINING MICROSOFT OFFICE CERTIFICATION: |
|  Certification will document your knowledge of the software. |
|  Microsoft is a recognized industry leader. |
|  Certification will give you the cutting edge on job and college applications. |
|  You may receive college credit (depends on the college). |
|  Certification exams are free to you during this course. The regular cost of certification exams is $89\* per exam. (\*Current cost from Certiport as of 1/15/2011). |
| CERTIFICATION EXAMS |
| A score of 700 is required to pass each of the certification exams. |
| CLASSROOM RULES/EXPECTATIONS |
| 1. All policies and procedures from the NPHS Student Handbook will be followed in this classroom. |
| 2. All Administrative Rules will be followed in this classroom. |
| 3. Be in your seat, LOGGED IN, and ready to work BEFORE the tardy bell rings. The tardy policy will be enforced. |
| 4. Take bathroom breaks between classes; you will receive five (5) bathroom passes each nine weeks. |
| 5. No gum, food, or drinks are allowed in this lab, except water in a clear water bottle with a lid. |
| 6. Electronic devices (iPods, cell phones, etc) are not allowed in this classroom. |
| 7. Remain in your seat throughout the class period. Rolling out of your work station area is not allowed. |
| 8. Remain in your seat until you are dismissed by the teacher (after the dismissal bell rings). |
| 9. Provide the teacher with your username and password for key logins for this class. |
| 10. Only view videos with teacher permission; downloading and streaming are not allowed because they slow down the school-wide network. |
| 11. Instant messaging programs/social networking sites/games/etc. are not allowed on school computers. |
| 12. Installing of any software to the NPHS network or any NPHS computer is not allowed unless directed to do so by your teacher. |