***TECHNOLOGY, LIFE AND CAREERS***

***Meridian Medical Arts Charter High School (MMACHS)***

**2022-2023**

Mrs. Wheeler

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Technology is a required yearlong course and provides freshman students the skills and attitudes they will need to be successful in their academic classes here at MMACHS and in the workplace. Students will improve their keyboarding skills by typing medical documents and reports. In the area of technology, students will increase their skills in Microsoft Word, PowerPoint, Publisher, Excel, Access, Outlook, OneDrive, and OneNote. Students will also complete career research using the Internet and various career assessments, including the SDS-Self Directed Search (Dr. John Holland), Career Information System (Next Steps) and Virtual Job Shadow. Students will explore and compare various career pathways, health and non-health occupations, universities (entrance requirements, costs etc.) and college scholarships. Two credits in this class are required for graduation from MMACHS.

Class Expectations:

* Make-up Work. It is your responsibility to make up work when you are absent. The lab is open before school, at lunch, study hall and after school until 3:30 unless prior arrangements are made with your instructor. During class time you should be working on the current day’s assignment, not make up work. Assignments or projects turned in late will receive 70% credit. After a unit is completed, no late work will be accepted.

Grading Policy Grading Scale

Assignments/Projects 50% 90-100 A

Tests 40% 80-89 B

Final Exam 10% 70-79 C

0-69 WIP (no credit)

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| **Syllabus for 2022-2023** | | |
| First Semester | | |
| Week 1 |  | Class Expectations & Syllabus  File Management-OneDrive  MS Outlook  MS OneNote  Bookmarks  Schoology |
| Week 2-4 | Microsoft Publisher   * Flyers, Calendars, Tri-Fold Brochures |
| Week 5 | Virtual Job Shadow-Career Assessments & Medical Professions  College and Scholarship Research  Tri-Fold Career Brochure |
| Week 6-8 | Microsoft Word Chapters 1-2   * Creating and Modifying a Flyer * Creating a Research Paper (MLA and APA) |
| Week 9-10 | Idaho CIS-Career Assessments and College Search   * Creating Personal Resumes * Creating Cover Letters and Reference Page |
| Weeks 11-14 | Microsoft Word Chapter 3   * Modified block style letter with letterhead * Tabs, tables, envelopes |
| Week 15-17 | Excel Chapter 1   * Worksheets and charts |
| Week 18 | Final Exam |
| Second Semester | | |
| Week 1-6 |  | Excel Chapters 2-3   * Formulas, Functions, Formatting * Advanced Charting, What-If Analysis, Absolute References * Creating College Costs Spreadsheet/Charts |
| Week 7-12 | PowerPoint Chapters 1-5   * Creating and Enhancing Presentations with Shapes and SmartArt * Inserting WordArt, Charts, Tables * Slide Masters * Adding Animation, Media, Enhanced SmartArt * Microsoft Office Specialist (MOS) Certification Exam |
| Week 13 | Career Assessment-Self-Directed Search (SDS)-John Holland |
| Week 14-17 | Career Project and Portfolio |
| Week 18 | Final Exam |