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**Boise State University – Meridian Medical Arts Charter High School**

**Concurrent Enrollment**

**SYLLABUS**

**ITM 104 (1 credit), ITM 105 (2 credits), ITM 106 (1 credit)**

**2022-2023**

*Instructor:* Stephanie Wheeler

*Location:* Meridian Medical Arts Charter High School (MMACHS), Room 4

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*BSU Course names:* ITM 104 OS & Word Processing Topics (1 credit)

 ITM 105 Spreadsheet Topics (2 credits)

 ITM 106 Database Topics (1 credit)

*MMACHS Course Name:* Computer Applications 1 and Computer Applications 2

**Required Texts:**

Microsoft Office 2019 Introductory, 1st Edition, by Misty E. Vermaat

Microsoft Office 2019, Intermediate, 1st Edition by Misty E. Vermaat

Microsoft Office 2019, Advanced, 1st Edition by Misty E. Vermaat

**Course Description:**

This is an advanced computer applications class, which allows a student to take their computer software skills in MS Word, MS Excel, MS Access, and MS PowerPoint to a higher level. Students who complete this course will take Microsoft Office Specialist (MOS) certification exams in Word, Excel, Access and PowerPoint.

**Course Objectives:**

Upon completion of this course, students will be able to use introductory through advanced MS Office skills, and apply those skills to business and personal situations through the use of word processing, spreadsheets, database, or presentation software.

At the completion of this course, each student is expected to be able to pass the Microsoft Office Specialist certification exams in the following areas:

* **Word Processing, Microsoft Office Specialist Word 2019**
* **Spreadsheet Knowledge, Microsoft Office Specialist Excel 2019**
* **Database Topics, Microsoft Office Specialist Access 2019**
* **Presentation Topics, Microsoft Office Specialist PowerPoint 2019**

**Prerequisites:**

* Technology, Life and Careers (two semesters)

Students will have completed the following skills in Technology, Life and Careers prior to enrolling in Computer Applications:

**Technology:**

* Introduction to Office 365 and Windows 10
* Managing e-mail with Outlook and file management with OneDrive
* Operating System and File Management; Becoming Computer Literate
* Microsoft Word 2019
	+ Creating and Editing a Word Document
	+ Creating a Research Paper
	+ Creating a Business Letter with a Letterhead and Table
* Microsoft Excel 2019
	+ Creating a Worksheet and an Embedded Chart
	+ Formulas, Functions, and Formatting
	+ Working with Large Worksheets, Charting and What-If Analysis
* Using the Internet as a Resource
* Computer Security and Safety, Ethics, and Privacy
* Microsoft PowerPoint 2019
	+ Creating and Editing a Presentation
	+ Creating a Presentation with Pictures, Shapes, and WordArt
	+ Reusing a Presentation and Adding Media and Animation
	+ Working with Information Graphics
	+ Creating a Self-Running Presentation
	+ MOS Certification Exam for PowerPoint

Note: Students work on understanding and assessing hardware by evaluating and fixing their own computer problems. File management is also emphasized, as students maintain folders and sub folders. Protecting and backing up data is part of the curriculum every semester.

**Assignments:**

**Projects:**

Each chapter will include 3-5 project assignments – one from the textbook, and one SAM (Skills Assessment Manager, by Course Technology) project. At the conclusion of each unit students will complete the GMetrix Online Practice in preparation for the certification exam.

**Exams:**

Exams through SAM (Skills Assessment Manager, by Course Technology) will be scheduled at the end of each chapter.

**Weighted Category Grading Scale**

Daily Work 40%

Tests/Quizzes 40%

Microsoft Office Certification Exams 20%

**BSU & MMACHS Final Grade Scale:**

 **A = 90% - 100%**

 **B = 80% - 89%**

 **C = 70% - 79%**

 **D = 60% - 69%**

 **F = 0% - 59%**

**\*The above grading scale is for the course at the high school. Students taking the course for Boise State credit will receive a Pass or Fail grade on their Boise State transcript. In order to receive a Pass, the student must have a 70% or above in the course.**

**Late Work:**

Assignments or projects turned in after the Microsoft Office Specialist Exam for that unit will receive 70% credit.

**Student Code of Conduct**

Please note that high school students enrolled in concurrent credit classes are held to the same student standards found in the Boise State University Student Code of conduct, at <http://www.boisestate.edu/osrr/>. Definitions of cheating, plagiarism and other forms of academic dishonesty as well as policies and procedures for handling such cases can be found at this web site.

**Class Schedule:**

Semester 1:

|  |  |  |
| --- | --- | --- |
| Unit |  Chapter | Topic |
| Microsoft Word | 4 | Creating a Document with a Title Page, Lists, Tables and Watermark |
| 5 | Using a Template to Create a Resume and Sharing a Finished Document |
| 6 | Generating Form Letters (using mail/merge), Mailing Labels, and Directories |
| 7 | Creating a Newsletter with columns, pull-quote, and graphics |
| 8 | Tracking Changes and Using Collaboration |
| 9 | Creating a Reference Document with Cover Page, Table of Contents, and an Index |
|  | GMetrix practice and MOS Word Exam |
| Microsoft Excel | 4 | Financial Functions, Data Tables, and Amortization Schedules |
| 5 | Working with Multiple Worksheets and Workbooks |
| 6 | Creating, Sorting, and Querying a Table |

Semester 2:

|  |  |  |
| --- | --- | --- |
| Unit |  Chapter | Topic |
| Microsoft Excel | 7 | Creating Templates, Importing Data and Working with Smart Art, Images and Screenshots |
| 8 | Working with Trendlines, PivotTables, PivotCharts and Slicers |
| 9 | Formula Auditing, Data Validation, and Complex Problem Solving |
|  | GMetrix practice and MOS Excel Exam |
| Microsoft Access | 1 | Creating and Using a Database  |
| 2 | Querying a Database |
| 3 | Maintaining a Database |
| 4 | Creating Reports and Forms |
| 5 | Multi-Table Forms |
| 6 | Advanced Report Techniques |
|  | GMetrix practice and MOS Exam for Access |