



**Course Description:**

It is highly recommended that students with little to no computer skills take this foundational course. Students will be immersed in skills-based training to enhance their understanding of technology, software, and applications. This course will cover topics such as word processing, spreadsheets, presentations, and digital literacy. Students will gain career readiness skills in the areas of job applications, resumes, cover letters, and professional business communications.

**Attendance:**

Students are required to be in school every day. Students are responsible for communicating with their teachers to make up for missed learning.

**Course Expectations:**

Although not everything is graded, everything is important. In order to demonstrate growth and learning, students will need to:

1. Participate in class activities (take notes, work in a group, complete in class tasks, ask questions) without distractions (cell phones, games, etc.)
2. Use morning time and the teacher to seek help outside of class when needed.
3. Complete all assessments within teacher timelines.
4. Assignments are due on the assigned day which are listed in the Canvas.
5. Projects/Assignments need to be submitted to the correct area as instructed by the teacher.
6. All assigned work is required for completion of this course.

**Grading**

**Skyward Assessment (Grades)**

May include quizzes, labs, learning checks, tests, and projects. Categories that will be used: Assignments, Projects, Writing, Quizzes and Tests, and Final Exam.

Final Grade	
A	100% - 90%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

## **Calculations:**

<b>Final Grade Calculation</b>	
Cumulative Grade	<b>95%</b>
Final Exam(s)	<b>5%</b>

## **Instructional Resources:**

- Textbook [digital] that will be used: Microsoft Office 365 / Office 2019 - Introductory Concepts and Techniques. Shelly Cashman Series
- The World Wide Web will be used to provide materials as needed
- Internet exploration by students
- And any other materials as the instructor needs to supplement the curriculum.

# Course Calendar/Pacing:

<p style="text-align: center;"><b>August/September</b></p> <table border="1"> <tr><td></td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>		21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p style="text-align: center;"><b>October</b></p> <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p style="text-align: center;"><b>November</b></p> <table border="1"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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