***TECHNOLOGY AND CAREERS***

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

**2023-2024**

Mrs. Wheeler

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website: https://mmachs.schoology.com

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, Outlook, OneDrive, and OneNote. Students will also complete career research using online tools 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:

Absences. It is your responsibility to make up work when you are absent. Please check the Course Calendar (available in Schoology) to see what we did that day. You have an additional 2 school days for each day you were absent to turn in any assignments, quizzes or tests. The computer lab is open before school, at lunch, study hall and after school until at least 3:00. 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 75% credit. If you feel you need extra time on an assignment please come talk to me. 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 2023-2024** | | |
| 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 9-11 | Microsoft Word Chapter 3   * Modified block style letter with letterhead * Tabs, tables, envelopes |
| Weeks 12-13 | Medical Keyboarding   * SOAP Notes, History & Physical, Discharge Summaries, etc. |
| Week 14-16 | Job Seeking Skills   * Creating personal resumes * Creating cover letters and reference page * Job Interview basics |
| Week 17-18 | Review and Final Exam |
| Second Semester | | |
| Weeks 1-2 |  | Excel Chapter 1   * Worksheets and charts |
| Week 3-8 |  | Excel Chapters 2-3   * Formulas, Functions, Formatting * Advanced Charting, What-If Analysis, Absolute References |
| Week 9 | Idaho CIS   * Research colleges * Create college costs spreadsheet/charts |
| Week 10-15 | 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 16 | Microsoft Office Specialist PowerPoint certification exam |
| Week 17-18 | Review and Final Exam |