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

**Concurrent Enrollment**

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

**2023-2024**

*Instructor:* Stephanie Wheeler

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

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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

**Required Texts (available online at sam.cengage.com):**

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:**

Introduces computer and technology concepts and develops skills using current home/office and Internet productivity software. Basic functions of the operating system, basic to intermediate word-processing skills, introduction to hardware, software, Internet and networking concepts for use in the workplace, educational settings, and the home. Develops basic to intermediate spreadsheet skills using Excel and then further expands on these skills through business discipline specific assignments. Basic to intermediate database skills development, hardware, software, Internet, and networking concept materials for use in the workplace, educational settings, and the home.

**Course Objectives:**

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

What will we learn?

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**

**Assignments (All assignments will be posted in Schoology):**

**Projects:** Each chapter will include 3-5 project assignments – one from the textbook, and one or more SAM (Skills Assessment Manager, by Course Technology) projects. 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 Final Grade Scale: MMACHS Final Grade Scale:**

 A = 90% - 100% A = 90% - 100%

 B = 80% - 89% B = 80% - 89%

 C = 70% - 79% C = 70% - 79%

 D = 60% - 69% WIP = 0 – 69% no credit

 F = 0% - 59%

**\* Please note the above grade scale is for the high school and for ITM 104 & 105. For ITM 106 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 Access unit of the course.**

**Late Work:**

In the case of absences, students will have an additional 2 school days for each day they 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 3:00. Assignments or projects turned in late will receive 75% credit unless prior arrangements are made with me. Please come talk to me if you need extra time on an assignment. Assignments or projects turned in after the Microsoft Office Specialist Exam for that unit will receive no 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://boisestate.edu/policy/student-affairs/code-of-conduct/> . 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 Expectations:

**Class Schedule:**

Semester 1:

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| --- | --- | --- |
| 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 |