

Microsoft IT Academy (MSITA) 1

Syllabus

Fall 2011

Teacher: Mr. Mike Renne

Room 273

Phone: 336-625-6185

*Planning: 4th Period -
1:47 - 3:24*

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DESCRIPTION

This course teaches the fundamentals of Microsoft Word 2010, PowerPoint 2010, OneNote 2010, and Publisher 2010. Students will use Moodle to complete and submit daily exercises, projects, and content from Microsoft E-Learning Courses. By the end of this course, students should be proficient in the following Microsoft programs: Word 2010, Publisher 2010, and PowerPoint 2010.

By the end of this course, students are expected to earn industry-recognized certifications in Microsoft Word 2010 and Microsoft PowerPoint 2010. They are also expected to become proficient in Publisher 2010. Certification testing is not yet available in Publisher 2010 or OneNote 2010.

OBJECTIVES

A. MICROSOFT WORD

1.00 Apply information gathering skills using Microsoft OneNote (SUPPLEMENTAL)

1.01 Create, save, and add media elements to a notebook

1.02 View, print, and share a notebook

*Note: Objective 1.00 was deemed supplemental as a result of field testing; it will not be on the state exam.

2.00 Apply word processing software application skills using Microsoft Word.

2.01 Apply beginning skills by creating, enhancing, printing, and sharing Word documents

2.02 Apply intermediate skills by customizing, enhancing, reviewing, sharing, protecting, and creating complete Word documents

2.03 Apply advanced skills by reviewing, finalizing, and creating interactive Word documents

B. MICROSOFT PUBLISHER AND POWERPOINT

3.00 Apply desktop publishing application skills using Microsoft Publisher

- 3.01 Create a publication
- 3.02 Insert and edit pictures in a publication
- 3.03 Print and share a publication

4.00 Understand Microsoft PowerPoint 2010

- 4.01 Create presentations by adding text boxes, tables, inserting/formatting images, finalizing, and delivering a presentation
- 4.02 Use intermediate skills to use text boxes, tables, and multimedia while finalizing and presenting material
- 4.03 Customize presentations by customizing the user interface, elements, adding information, multimedia elements, and animation enhancements while finalizing a slide show for delivery

GRADING

20% Classroom activities\ "Bellringers"

20% Participation in class and in Moodle

30% Projects

30% Quizzes

(Note - There is a state-mandated EOC final exam.)

EXPECTATIONS

1. Students will adhere to all requirements of AHS and Business Department computer agreement (see separate document for this agreement).
2. Eating and drinking is prohibited unless given consent by instructor.
3. Students will participate to the best of their ability.
4. Respect and courtesy will be given to peers and adults.

WHY SHOULD YOU WANT TO OBTAIN MICROSOFT OFFICE CERTIFICATION?

- + Certification will document your knowledge of the software.
- + Microsoft is a recognized industry leader.
- + It will give you the cutting edge against job or college applicants who do not have certification.
- + You may receive college credit (depends on the college).
- + Take exams now while it is free to you. After graduation, the cost will be around \$90 per exam.

MICROSOFT OFFICE SPECIALIST CERTIFICATION

- + Earn certification in Word 2010 by end of first nine weeks.
 - o 50 minutes to complete 50 tasks (multiple steps within tasks)
- + Earn certification in PowerPoint 2010 by end of second nine weeks.
 - o 50 minutes to complete 41 tasks (multiple steps within tasks)