

Teacher's Name	Derek Henkelman
Contact Info	dhenkelmant@svsd.ca 204.734.4511 ext. 2117 Room 117

BASIC PRODUCTIVITY APPLICATIONS 20S

Course Description

There are four productivity courses designed to introduce students to the principles and practices of the Microsoft Office suite of software. Students will have the opportunity to achieve two levels of industry-recognized Microsoft Office Specialist certification per course. They will learn computing skills companies want and enhance their resumes. Through these courses, students will gain valuable experience and confidence while preparing themselves for a successful future. They also will have opportunity to work with an established industry mentor via a work experience placement.

Prerequisites

Each level progressively

Materials Required

All technical hardware is provided.

Units of Study

Each of the MOC courses allows students to certify in 2 of these office applications:



Word



PowerPoint



Outlook



Excel



Access

**Word and Excel Expert levels are also available.*

Evaluation Format

Students are working at their own pace to complete 2 Microsoft Certification Exams. They will work their way through the coursework provided in the software application Jasperactive.

The application instantly measures understanding of Microsoft Office desktop applications, and prescribes a personalized course for each student. It embraces what a student knows so they can focus on learning what they are unsure of. Therefore the Benchmark and Quizzes are formative assessments and recorded for informative purposes only. *The overall course mark will be based on Jasperactive results and the certification exams.*

Should 2 Microsoft Certifications not be complete by semester's end an incomplete will be issued. Once both exams are complete the credit will be granted. This gives the student extra time if required.

Assessment Guidelines

All MOC assignments and instructions are located on [Jasperactive](#). Jasperactive focuses on the critical thinking and application of learning so students can spend more time using Microsoft Office rather than learning how to use it.

1. SUMMATIVE ASSESSMENT counts toward a student's final grade. Students, who do not complete formative work, may find summative work difficult.
 - a. All assignments are recorded in Jasperactive so student can self-monitor what tasks are yet to be complete.
 - b. Mark breakdown:

<i>Jasperactive</i>	<i>PowerSchool</i>	<i>% of Grade</i>
Quiz	Quiz	Formative
Benchmark	Project	Formative
Courseware	Classwork	20
Create	Rich Performance Task	20
Validate	Test	25
Microsoft Certification	Examination	30

- c. "Course completion" assignment is a mark based on attempting all assignments throughout the semester. This mark will be on your report as soon as you finish all your assignments.
 - d. As students' progress at their own pace on the assignments there essentially are no "due dates". However, dates are set for assignments to assist the student in setting a pace for assignment completion. A "missing" and/or a "0" may be entered when the assignment time frame has passed. These assignments must still be complete to earn the credit.
 - e. If you are not happy with your mark, talk to me! If you have time you can improve it.
 - f. **All assignments must be handed in** to earn the credit.
 - g. If you *diligently worked throughout the semester* and feel you might not finish all assignments, **DON'T GIVE UP! Come talk with me** and we can develop a plan that will help you to be successful. This plan may involve extra work time, extended time frame or a decrease in assignment content.
2. FORMATIVE ASSESSMENT is the Jasperactive Benchmark test and quizzes designed to evaluate prior knowledge and create a personalized learning path. As well it is everyday classwork that is monitored, but does not count toward a final grade. It is an indicator of outcome comprehension that students have from completing work during class time.
 - a. Done daily. Students can ask about their work and receive instant feedback.
 - b. Students will be asked to evaluate their own work based on the marking criteria. This will help in understanding what I need from you as well as look critically at their own work.
Why? Students are more motivated to learn. Students take responsibility for their own learning. Students learn valuable lifelong skills such as self-evaluation, self-assessment, and goal setting.
 - c. Monitoring and encouraging use of all nine [Essential Skills](#). All are used in different combinations and applications in every occupation. They are the foundational skills you use to perform your work tasks and the building blocks you use to learn new skills. It is important for students to have the appropriate levels of Essential Skills for the workplace.

Learning Behaviours	
Students will be able to progress through the MOC curriculum, activities, and assignments at their own pace. Students must therefore develop good time management skills and be able to work well independently in order to be successful. Students are expected to exhibit the appropriate level of respect for the facilities, tools and equipment.	
Personal management skills	Uses class time effectively; works independently; completes homework and assignments on time
Active participation in learning	Participates in class activities; self-assesses; sets learning goals
Social responsibility	Works well with others; resolves conflicts appropriately; respects self, others and the environment; contributes in a positive way to communities
Class Expectations	
<p>The Swan Valley Regional Secondary School Community, which includes staff, parents and students, has the responsibility to provide and ensure a safe and positive climate for learning. Our Code of Conduct provides a broad framework of behavioral expectations for students. It is expected that all members of the school community will uphold the underlying beliefs of the school code which include the following:</p> <p>LEARNING At SVRSS, we are focused on the acquisition of knowledge or skills through experience and study. Everything we do is focused on learning opportunities for the members of our school community.</p> <p>RESPECT At SVRSS we are respectful of ourselves, others and the environment.</p> <p>RESPONSIBILITY At SVRSS we are ready to learn. Students must follow the school code of conduct. We will all accept responsibility for our own choices and actions.</p> <p>SAFETY At SVRSS we make positive choices which keep everyone safe physically and emotionally</p>	
<p>What the application of our beliefs look like in the Information Technology Area:</p> <ol style="list-style-type: none"> Learning <ol style="list-style-type: none"> Come to class ready to work and LEARN Technology use is for specific course LEARNING only! Enjoy your time here, LEARNING is fun if you let it be! Respect <ol style="list-style-type: none"> Every person (staff & student) The workplace (no food, drink) Yourself Responsible <ol style="list-style-type: none"> You (and you alone) are accountable to complete all assignments. Use class time wisely. If you are unsure of something, ASK for help. TALK to me if you have a problem. We can find a solution together. Set GOALS for each assignment, subject and class. Safety <ol style="list-style-type: none"> Clean up your area when finished 	

- b. Use of technology for purposes contravening the [SVRSS Code of Conduct](#) will be firmly dealt with.

CLASSROOM PROCEDURES

1. Late: Being on time means being in your seat at the start of class (not running in the door).
This is a direct correlation to the SVRSS belief: Respect
2. Absentees
 - a. Even if approved by Parents/Guardians, you still need to complete assignments.
 - b. You are responsible to finish assignments and work that you have missed.
3. Food
 - a. NO FOOD OR DRINK AT COMPUTERS. Please place it or eat it on the centre tables.
 - b. You may have a water bottle at the computers.
4. Leaving the class
 - a. Ask permission before you leave. I am accountable for your whereabouts during this class and need to know who is out of the room at all times.
5. No hovering at door before end of class.
6. Chairs
 - a. Chairs with wheels NOT “wheelchairs”. Don’t roll all around on them.
 - b. Push then in when you leave.
7. Follow the [SVRSS policies](#) for absences and school appropriate dress.

Digital Citizenship

1. You will be on the computer doing assignments at all times.
2. Computer use is a privilege. DO NOT abuse it or it will be taken away and we will find pen and paper assignments for you to complete.
3. Internet use is solely for assignments.
4. Classroom MLDs are provided for assignment purposes not personal use.
5. Personal Technology Devices may be used discreetly, as long as they do not interfere with learning.
 - a. If learning is hindered by the device you will be asked to not bring the device to class or place it in the “device box” until the end of class.
 - b. Should abuse persist you are in direct contradiction of the [SVRSS Code of Conduct](#). Consequences will be dealt with as per such.