

## Syllabus, Policies, and Procedures

Pine Ridge High School



Microsoft Office 365

Digital Information Tech  
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### COURSE DESCRIPTION:

This course introduces concepts, techniques, and processes associated with computer programming and software development.

### STUDENT MATERIALS:

- Digital Textbook: Photoshop CC
- Online Learning management platform: Canvas

### TARDIES:

I will be at the door when the bell rings. Once the door closes students are considered tardy. The only exceptions will be students arriving with a pass, or escorted by an administrator/campus advisor. Consequences for not following the policy will be as follows:

- First offense: Student marked tardy and given a warning
- Second offense: Student marked tardy and parent contacted
- Third offense: Student marked tardy and given a Lunch Detention.
- Fourth offense: SRC Involvement

### ABSENCES:

If a student is absent, it is his/her responsibility to check for any missed assignments. To assist students during an absence, assignments will be posted on Canvas.

### TESTS AND QUIZ MAKE-UP:

Missed tests and quizzes must be scheduled with the teacher and may require staying after school. To get full credit the Test/Quiz must be made up within three days upon their return to class.

### TEACHER ASSISTANCE:

Office Hours are held the second half of lunch daily (except for Wednesdays). Mr. Vega Garcia is also available before and after school.

### CANVAS:

Our class will be using a learning management system called Canvas.

#### Student Expectations:

1. Canvas is intended for educationally enriching purposes only.
2. Any inappropriate content will be deleted or edited and sharing privileges may be taken away.
3. Students will submit most class work to the teacher through Canvas.
4. Students will use a respectful tone of voice when posting discussion questions. All school rules and consequences related to harassment apply.
5. Students will not reveal any personal information. This includes telephone numbers, addresses, emails, etc.
6. Students will not post photos or videos unless given permission.

### TECHNOLOGY (PHONE/MP3 PLAYER/FLASH DRIVES) POLICY:

Students are not allowed to text, phone, play games, or watch videos at any time unless instructed by the teacher.

Failure to comply with these rules will lead to:

- First offense: Warning
- Second offense: Parent contact
- Third offense: SRC involvement

## GRADING SYSTEM:

The grade for this class will be determined as follows:

Item	% of Grade	Assessment
Tests, Quizzes, Class Projects, End of Period Exam	60	Summative
Classroom, Lab Assignments, and	40	Formative

While all assignments are important (and many test items are from those assignments), not all will receive a formal grade recorded in the grade book. One to two assignments per week will be collected for a recorded grade.

## GRADING POLICY:

Grades will be kept on the computer and averages will be printed out periodically. The following grade scale will be used to determine letter grades:

Grade	
A	90 to 100%
B	80 to 89%
C	70 to 79%
D	60 to 69%
F	Below 60%

## CLASS RULES:

Class rules follow the PRHS Student Code of Conduct. The class will also abide by the following rules:

- Come Prepared to work
- Listen Attentively
- Ask Appropriate Questions
- Start on Time
- Show Adult Behavior

## COURSE OUTLINE:

Dates	Unit Title	Recourses
Weeks 1-2	INTRODUCTION TO COMPUTERS/CLASSROOM POLICIES	INSTRUCTOR LED
Week 3 Project 1	<u>MICROSOFT POWERPOINT</u> 1. Memes Lesson 2. Make Your Own Business Sign 3. Remove Image Backgrounds	GMETRIX
Week 4 PROJECT 2	<u>MICROSOFT POWERPOINT</u> 1. Shapes Lesson 2. Picture Corrections Lesson 3. Make Your Own Silhouette	GMETRIX / CERTIPORT
Week 5 Project 3	<u>MICROSOFT POWERPOINT</u> 1. Bullets and Slide Layouts 2. Movie Poster Lesson 3. Formatting Tables Lesson	GMETRIX / CERTIPORT
Week 6 Project 4	<u>MICROSOFT POWERPOINT</u> 1. Modifying Tables Lesson 2. Magazine Cover Lesson 3. Postcard Lesson	GMETRIX / CERTIPORT
Weeks 7 Project 5	<u>MICROSOFT POWERPOINT</u> 1. Social Media Homepage Activity 2. Make Your Own Trivia Game Show 3. Photo Album Lesson	GMETRIX / CERTIPORT
Week 8 Project 6	<u>MICROSOFT POWERPOINT</u> 1. Transitions and Sound Effects Lesson 2. Timings - Stick Figure 3. Animations Lesson	GMETRIX / CERTIPORT

Week 9 Project 7	<u>MICROSOFT POWERPOINT</u> 1. Motion Paths 2. Annotations Lesson 3. Audio Playback Lesson	GMETRIX / CERTIPORT
Week 10 Project 8	<u>MICROSOFT POWERPOINT</u> 1. SmartArt Lesson 2. Make Your Own Compare Contrast Diagram Graphic Organizer 3. Make Your Own Cycle Diagram Graphic Organizer	GMETRIX / CERTIPORT
Week 11 Project 9	<u>MICROSOFT POWERPOINT</u> 1. Make Your Own Hierarchy Diagram Graphic Organizer 2. Make Your Own Process Diagram Graphic Organizer 3. How to Make a Comic Book	GMETRIX / CERTIPORT
Week 12 Project 10	<u>MICROSOFT POWERPOINT</u> 1. Pie Charts Lesson 2. Column Charts Lesson 3. Headers Footers and Comments Lesson	GMETRIX / CERTIPORT
Week 13	<u>MICROSOFT POWERPOINT</u> 1. Sections and Views Lesson 2. Make Your Own Animated Dance Party 3. Farewell Card	GMETRIX / CERTIPORT
Week 14	<u>MICROSOFT POWERPOINT</u> MOS PowerPoint Certification Exam Review Prep	GMETRIX / CERTIPORT

Week 15	<u>Microsoft Word</u> <ol style="list-style-type: none"> <li>1. Microsoft Word Vocabulary Definitions Show</li> <li>2. Microsoft Word Vocabulary Quiz and Word List</li> <li>3. Bio Poem</li> </ol>	GMETRIX / CERTIPOINT
Week 16	<u>Microsoft Word</u> <ol style="list-style-type: none"> <li>1. Create a Classroom Poster Lesson</li> <li>2. Business Sign Design Lesson</li> <li>3. Tech Haiku Lesson</li> </ol>	GMETRIX / CERTIPOINT
Week 17	<u>Microsoft Word</u> <ol style="list-style-type: none"> <li>1. Flyer Template Lesson</li> <li>2. Fairy Tale Lesson</li> <li>3. Diary Entry Lesson</li> </ol>	GMETRIX / CERTIPOINT
Week 18	<u>Microsoft Word</u> <ol style="list-style-type: none"> <li>1. Holiday Newsletter Lesson</li> <li>2. Party Invitation Lesson</li> <li>3. Celebrity Letter Lesson</li> </ol>	GMETRIX / CERTIPOINT
Week 19	<u>Microsoft Word</u> <ol style="list-style-type: none"> <li>1. Letter of Recommendation Lesson</li> <li>2. Outline Lesson</li> <li>3. Table of Contents Lesson</li> </ol>	GMETRIX / CERTIPOINT
Week 20	<u>Microsoft Word</u> <ol style="list-style-type: none"> <li>1. Permission Slip Lesson</li> <li>2. Tech Leaders Trading Card Lesson</li> <li>3. Social Media Page Activity</li> </ol>	GMETRIX / CERTIPOINT
Week 21	<u>Microsoft Word</u> <ol style="list-style-type: none"> <li>1. Company Brochure Lesson</li> </ol>	GMETRIX / CERTIPOINT

	<ul style="list-style-type: none"> <li>2. Award Certificate Lesson</li> <li>3. IT Career SmartArt Lesson</li> </ul>	
Week 22	<u>Microsoft Word</u> <ul style="list-style-type: none"> <li>1. Baby Names Table Lesson</li> <li>2. Comic Strip Lesson</li> <li>3. Wanted Posted Lesson</li> </ul>	GMETRIX / CERTIPORT
Week 23	<u>Microsoft Word</u> <ul style="list-style-type: none"> <li>1. Resume' Lesson</li> <li>2. Tab Leaders Lesson</li> <li>3. Mail Merge Lesson</li> </ul>	GMETRIX / CERTIPORT
Week 24	<u>Microsoft Word</u> <ul style="list-style-type: none"> <li>1. Macros Lesson</li> <li>2. Macros, Quick Parts, Breaks and Margins Lesson</li> <li>3. Restaurant Menu Lesson</li> </ul>	GMETRIX / CERTIPORT
Week 25	MOS Word Certification Exam Prep Activity	GMETRIX / CERTIPORT
Week 26	<u>Microsoft Excel</u> <ul style="list-style-type: none"> <li>1. Pixel Art Lesson</li> <li>2. Formatting Cells Lesson</li> <li>3. Dates, Alignment, Pictures, Cell Styles Lesson</li> </ul>	GMETRIX / CERTIPORT
Week 27	<u>Microsoft Excel</u> <ul style="list-style-type: none"> <li>1. Working with Tables Lesson</li> <li>2. Wedding Playlist SmartArt</li> <li>3. Hyperlinks and Images Lesson</li> </ul>	GMETRIX / CERTIPORT
Week 28	<u>Microsoft Excel</u> <ul style="list-style-type: none"> <li>1. Working with Charts Lesson</li> <li>2. Basic Functions and Formulas Lesson</li> </ul>	GMETRIX / CERTIPORT

	3. Text and Math Functions	
Week 29	<u>Microsoft Excel</u> <ol style="list-style-type: none"> <li>1. Conditional Formatting Lesson</li> <li>2. IF Functions and Formulas Lesson (IF, SUMIF, COUNTIF, AVERAGEIF)</li> <li>3. Intermediate Functions and Formulas Lesson (AND, OR, RIGHT, LEFT)</li> </ol>	GMETRIX / CERTIPOINT
Week 30	<u>Microsoft Excel</u> <ol style="list-style-type: none"> <li>1. Defining Range Names</li> <li>2. Cell References Lesson</li> <li>3. Importing External Data</li> </ol>	GMETRIX / CERTIPOINT
Week 31	<u>Microsoft Excel</u> <ol style="list-style-type: none"> <li>1. VLOOKUP Functions and Formulas Lesson</li> <li>2. Nested IF THEN Functions and Formulas Lesson</li> <li>3. Protecting your Workbooks</li> </ol>	GMETRIX / CERTIPOINT
Week 32	<u>Microsoft Excel</u> <ol style="list-style-type: none"> <li>1. Microsoft Excel Exam Prep</li> </ol>	GMETRIX / CERTIPOINT
Week 33-38	<u>Microsoft Certiport Certification Preparation &amp; Examination</u>	GMETRIX CERTIPOINT