**Tech Skills for Life**

**Syllabus**

**Length:** Semester

**Student email for me**: hhshumphrey@gmail.com

**Class Website**: hhshumphrey.com

**Cell**: (406)431-0044 **School:** 324-2246

# **OVERVIEW:**

Tech Skills for Life is a beginning level course that focuses on Excel, Introduction to Python Programming and Access.

This class is the 2nd in the sequence of classes; Basic Computer Skills is first and Computer Applications and/or Computer Programming follows. While Basic Computer Skills is not a prerequisite, students that type or key at less than 30 wpm will be transferred to Basic Computer Skills for skill building before taking Tech Skills.

# **Phone Policy:**

# Because this is a learning environment and distractions take away from learning and most employers state the number one problem with young adults is failure to work without personal phone distractions, all students will be expected to follow the school policy regarding cell phones and listening devices which is that they will be turned off and put away during class time.

# Students will be expected to use Yondr pouches during class time.

# Any violation of the policy, regardless of who the student is texting/snapping/etc. will result in the student and phone being sent to the office.

**Homework, due dates and late work:**

* Rarely will homework ever be assigned except for a student to catch up on classwork.
* All due dates will be noted on the class website and in the gradebook.
* Late work is strongly discouraged as employers are rarely tolerant of late submissions of work. Therefore, unless otherwise identified by specific individual accommodation, all work will be docked 1 point for every day late. No late work will be accepted after the last day of each quarter the work was assigned in.

# **Unit Plan (subject to change):**

##### **Unit 1: Class Orientation and Introduction:**

**Objectives:**

At the conclusion of this unit, students will:

1. Demonstrate or describe basic safety procedures
2. Fire
3. Earthquake
4. Active Shooter/Intruder
5. Evacuation route and location on practice field as well as location as off campus shelter
6. Phone usage during emergencies
7. Follow classroom procedures and rules including
8. Logging on; using computers; saving documents and logging off; Windows 10
9. District policy regarding computers and computer labs
10. Classroom and district phone policy, food/drink policy; bathroom/water/leave policy; plagiarism and use of printers; Recycling; Dress code; Seating Assignment/Flexible Seating Options
11. Accessing and utilizing class webpage
12. Emailing or sharing assignments – determining preferred school email
	1. Ensure students can:
		1. Compose, read, send, reply, and forward messages to an individual or group
		2. Demonstrate the ability to create an address book for individuals and groups
		3. Compose and send e-mail messages using an address book
		4. Attach files to an e-mail message
		5. Create folders for storing and organizing e-mail messages
		6. Sort, retrieve, and delete messages
		7. Use proper e-mail etiquette
13. Late or make up assignments
14. Behavioral Expectations – including group work and flexible seating options
15. Guiding rule - RESPECT
16. Have a better understanding of their classmates and me
17. Know basic content coved in the class
18. Be aware of how participation points work when absent and make up
19. When Professional Dress day is each week and how points are earned.
20. Understanding Office 365
21. Using OneNote Notebook

**Resources:**

1. Class Website
2. Syllabus
3. Student Handbook
4. Computer
5. <http://www.gcflearnfree.org/windows10/getting-started-with-windows-10/1/>
6. Office 365 & OneNote
7. <http://www.gcflearnfree.org/onedrive/>

Assessment:

* Student email using school email (25 points)
* Student introductions of self and each other

**Timeline:**  4 – 5 Days

##### **Unit 2: Excel Chapter 1:**

**Objectives:**

At the conclusion of this unit, students will:

1. Name and save workbooks, as well as navigate worksheets
2. Utilize basic tools for worksheets and workbooks
3. Add Worksheet Contents
4. Format Worksheets
5. Utilize advanced worksheet formatting
6. Work with ranges
7. Create Formulas
8. Copy and Paste and Move data and worksheets
9. Display and print worksheets

**Resources:**

 A. Desktop version of Excel 2016

 B. Digital Textbook

**Assessments:**

* Pre Excel pictures – 25 points
* Lesson Applications – 50 points
* End of Chapter Critical Thinking – 50 points
* End of Chapter Portfolio Builder – 100 points
* Define Chapter Vocabulary – 50 points

**Timeline**: 10 days

##### **Unit 2: Excel Chapter 2:**

**Objectives:**

At the conclusion of this unit, students will:

1. Understand and utilize functions
2. Use and change worksheet to tables
3. Work with NOW functions and named ranges
4. Work with IF Function
5. Work with Text Functions
6. Freeze labels and panes for navigation ease
7. Use Conditional Formatting and Find and Replace
8. Rotate Cell Entries and Resolve Errors
9. Manage multiple worksheets

**Resources:**

 A. Desktop version of Excel 2016

 B. Digital Textbook

**Assessments:**

* Lesson Applications – 50 points
* End of Chapter Critical Thinking – 50 points
* End of Chapter Portfolio Builder – 100 points
* Define Chapter Vocabulary – 50 points

**Timeline**: 22 days

##### **Unit 3: Excel Chapter 3:**

**Objectives:**

At the conclusion of this unit, students will:

1. Build basic charts
2. Show Percentages in Pie Charts
3. Enhance a Pie Chart
4. Add Special Elements to a chart or sheet
5. Complete chart formatting
6. Compare and Analyze Data
7. Print and Publish Charts
8. Make and Use Special Purpose Charts

**Assessments:**

* Lesson Applications – 50 points
* End of Chapter Critical Thinking – 50 points
* End of Chapter Portfolio Builder – 100 points
* Define Chapter Vocabulary – 50 points
* End of Unit Assessment

**Timeline**: 11 days

##### **Unit 4: Introduction to Turtle Graphics and Python**

**Objectives:**

At the conclusion of this unit, students will:

1. Understand python as a programming language
2. Understand how to import turtle; name and Add data to a table
3. Change a pen color; move to exact positions and to fill shapes
4. Use for loops, draw and fill circles and semicircles

**Assessments:**

* Code Avengers Applications – 100 points
* End of Unit Skill Assessment – 100 points

**Timeline**: 8 days

##### **Unit 5: Access Chapter 1:**

**Objectives:**

At the conclusion of this unit, students will:

1. Plan and Create a database
2. Modify and Add data to a table
3. Modify Fields in a Table
4. Import and Protect Data
5. Use templates and design view
6. Create other access objects

**Assessments:**

* Lesson Applications – 50 points
* End of Chapter Critical Thinking – 50 points
* End of Chapter Portfolio Builder – 100 points
* Define Chapter Vocabulary – 50 points

**Timeline**: 8 days

##### **Unit 6: Access Chapter 2:**

**Objectives:**

At the conclusion of this unit, students will:

1. Manage Relationships between tables
2. Find, replace and sort data
3. Filter data
4. Create queries in design view
5. Create multi-table query
6. Use criteria in a query
7. Use comparison operators
8. Use calculated field
9. Summarize data in query
10. Plan and Create a database

**Assessments:**

* Lesson Applications – 50 points
* End of Chapter Critical Thinking – 50 points
* End of Chapter Portfolio Builder – 100 points
* Define Chapter Vocabulary – 50 points

**Timeline**: 11 days

##### **Unit 7: Access Chapter 3:**

**Objectives:**

At the conclusion of this unit, students will:

1. Create and use a form
2. Use form in layout view
3. Use form in design view
4. Work with form sections
5. Create a report
6. Modify a report
7. Create labels
8. Create lookup olist
9. Create input mask

**Assessments:**

* Lesson Applications – 50 points
* End of Chapter Critical Thinking – 50 points
* End of Chapter Portfolio Builder – 100 points
* Define Chapter Vocabulary – 50 points
* End of Unit Assessment

**Timeline**: 10 days

# **Grading:**

1. **Academic Grades**:

a. Students will store all assignments/assessments in their Office 365 Class Notebook and notebooks will be graded at the end of each chapter.

b. Students will have vocabulary to define for each Excel and Access Chapter.

c. Portfolio Builders and Tests will also be saved/printed to the Classroom Notebook.

# **Specific expectations:**

 Students are expected to ***Be Respectful, Be Responsible, Be Involved***, and ***Be a Graduate***. Examples include

***Be Respectful***

* Respect the opinions and rights of others
* Follow directions & rules
* Keep cell phone in pocket
* Dress appropriately
* Speak and act appropriately
* Follow Acceptable Use Policy for computer usage
* Value yourself and others

***Be Responsible***

* Be on time
* Come prepared
* Complete work as assigned or make up work right away
* Ask for support when needed
* Clean up after yourself, throw away trash and tuck in chair at the end of the class
* Log off the computer
* Upon entering classroom, log on to the computer; check your email and the lesson plan calendar; web page and then begin to work on bell ringer activity
* Keep commitments

***Be Involved***

* Participate in group work
* Participate in service projects
* Participate in leadership opportunities
* Participate in social activities
* Share your ideas

***Be a Graduate***

* Limit your absences
* Complete your work
* Set your sites on graduation and work toward it
* Realize that setbacks or obstacles are normal and work to overcome them
* Let nothing and no-one stand (including yourself) in the way of graduating on time