

Instructor

Coach Nikki

Phone

239-377-1849

Emailberesn@collierschools.com**Office Location**

Room: 2-210

Course Overview

This course offers coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in Diversified Education; proves technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Diversified Education career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment and or a focus on entrepreneurial ship skills. It, also, gives students an opportunity to apply knowledge and skills related to the area of technology, how it works, and its uses in the workplace.

Another major focus of the course is technical certifications. Students that earn technical certifications are able to make more money in today's competitive job market. Students will be able to take the CIW Internet Business Associate certification exam. Additionally, students will be able to earn Microsoft Office Specialist (MOS) certification by passing three or more of the Microsoft certifications exams (Outlook, Word, PowerPoint, Excel).

Certifications

- CIW – Internet Business Associate Certification
- Microsoft Outlook Certification
- Microsoft Word Certification
- Microsoft PowerPoint Certification
- Microsoft Excel Certification

Expectations:

Complete all class work, homework, and projects on Canvas. Each students will be responsible for entering any class notes directly into their computer. A test will be given after each chapter with a midterm and final. All work is expected to be completed by due date. Students will be required to bring their **charged** school-issued laptop to class every day. Charging stations will not be available. Students should fully charge their laptops every night as the laptops are designed to hold their charge for at least 8 hours.

Late Work:

Assignments will lose one letter grade each day they are late.

- If a student does not perform well on an assessment, a make-up may be allowed at the discretion of the instructor. Make-up tests **MUST** be completed **BEFORE** the next test is given. Extra credit assignments may be allowed at the discretion of the instructor to help a student improve their grade.

Classroom Policies

- Follow school rules and procedures outlined in student handbook.
- RESPECT for others around you and the learning environment.
- Students must be prompt, prepared, respectful, responsible, polite, and participate.

Grading

Grade distribution	Grading Scale
Lesson Assignments and Activities: 40%	A = 90-100%
Projects and Presentations: 20%	B = 80-89%
Assessments and Quizzes: 40%	C = 70-79%
	D = 60-69%
	F = 0- 59%

Family/School Contact Procedures

If you have any questions, ideas or concerns please contact me during the day by calling the school at 239-377-1849 or the best way to reach me is by email beresn@collierschools.com.

Thank you for your support and I look forward to a terrific year!

Coach Nikki