

Addendum to UAF/Northwest Arctic Borough School District

Tech Prep Articulation Agreement Spring 2014

**University of Alaska Fairbanks
Chukchi Campus
POBOX 297, 604 Third Ave
Kotzebue, AK AK 99752**

**Northwest Arctic Borough School District
PO Box 51,744 Third Ave.
Kotzebue, AK 99752**

Purpose:

In addition to the current General Tech Prep Agreement between the university of Alaska Fairbanks (UAF) Chukchi Campus and Northwest Arctic Borough School District (NWABSD), we have agreed to the following processes and criteria with respect to the Computer & Information Technologies Program.

- 1. The Northwest Arctic Borough School District will follow UAF Computer & Information Technologies Program based curriculum in coordination with the administration and faculty of the University of Alaska Fairbanks Chukchi Campus pertaining to the following courses:**

Computer & Information Technologies Program

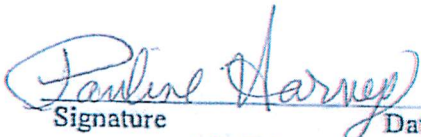
| UAF | UAF Course Title | UAF Credit | NWABSD Course Title |
|------------------|--------------------------------------|-------------------|--------------------------------------|
| CIOF F130 | Microcomputer Word Processing | 3 cr. | Microcomputer Word Processing |

NWABSD will teach for the attached outcome:

- 1. The attached syllabus will be followed.**
- 2. NWABSD will provide the support necessary for students to be successful in these course(s) which may include computer support, reference books, and academic assistance.**
- 3. Chukchi Campus will process student registrations.**
- 4. In order to receive concurrent credit, the student will register for the Tech Prep class during the semester in which the competencies will be completed.**

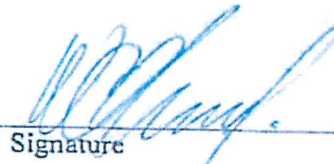
Approvals

Pauline Harvey, Director
Chukchi Campus
University of Alaska Fairbanks

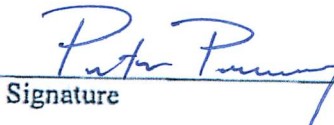
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Signature Date

~~WILLIAM BARNES~~

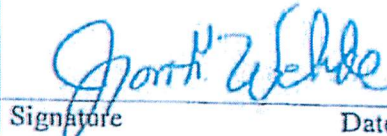
G. Joe Mason, Department Chair
Computer and Information Systems
University of Alaska Fairbanks

 11/25/14
Signature Date

Pete Pinney, Vice Chancellor/ Executive Dean
for Rural, Community and Native Education
University of Alaska Fairbanks

 12/1/14
Signature Date

Jon Wehde, Director of Career and Technical
Education
Northwest Arctic Borough School District

 6-3-14
Signature Date

Cheryl Edenshaw, Director
Alaska Technical Center

 06/04/2014
Signature Date

Dr. Susan Henrichs, Provost,
University of Alaska Fairbanks

 12/9/14
Signature Date



Course Syllabus

Course Information:

NWABSD Course Title: Business Software

Aligns to UAF Course Number: CIOS F130 Microcomputer Word Processing

Number of Credits: 3

Prerequisites: High school students must have completed 9th grade and possess a GPA of 2.0 or higher or permission of the instructor.

Location: Distance delivery classes will be taught to village high school classes via the Northwest Arctic Borough School District's STAR*NET video conference system during third period.

Meeting Days & Time:

Dates and times of virtual face-to-face classes: Weekly starting January 6, 2014 ending May 15, 2014 at 11:00AM – 11:55AM daily Monday through Friday.

Total hours of high school class time dedicated to Business Software will be: 107 hrs

Instructor Information:

Instructor Name: Ms. Alexandria Warren, Alaska Technical Center, Business Education, faculty (907)- 442-3733

Contact Information:

Mr. Jon Wehde, Director of Career and Technical Education

E-mail: jwehde@nwarctic.org

Phone: (907) 442-1841

Office Hours: 8:00 am – 4:30 pm

Course Text Book(s), Materials, and Resources:

Required Text Book(s): This course is a Learning Microsoft WORD e-course. Each student will have a private account to complete assignments as assigned.

Support Materials: Each student will have access to a print version of Learning Microsoft WORD and a desktop computer or laptop with Office 2010 installed. Each student will be introduced to the career strand of this course that is housed on the NWABSD website in the LiveBinder application found under the Career & Technical homepage.

Course Description:

Through this is a graded course. In this word processing course students will become proficient in the industry standard platform of Microsoft Office® WORD program. Critical thinking skills will be applied through the use of learning activities and tasks that simulate real life office procedures and environment.

Course Goals and Student Learning Outcomes:

Course Goals: Students will understand the practices for using the WORD application including composition of key types of business correspondence including letters, reports, outlines, tables and merge documents.

Student Learning Outcomes: Student will demonstrate the skills necessary to pass the MOS WORD Specialist Exam via the Certiport™ assessment online upon the approval of the instructor.

Instructional Methods:

Class will be taught in virtual real-time via videoconference using laptops and the face-to-face classroom/computer lab.

Class Calendar: FY 14

| Week | Class Date 2014 | Topic Covered | Assignments Due Dates and Test Dates are paced by the instructor and calendared in the eCourse format and completed online for Microsoft Office 2010, HM publishers. |
|------|--------------------|--|--|
| 1-2 | 1-06 to 1-14 | Using the Common Features of Microsoft Office 2010 Basics | |
| 2-4 | 1-15 to 1-31 | Creating Word Documents, | |

| | | | |
|-------|--------------|---|---|
| | | Formatting, Editing, and Correcting | |
| 5-6 | 2-3 to 2-14 | Adjusting Alignment, Spacing | |
| 7-8 | 2-17 to 2-28 | Creating Letters, Envelopes, & Using Font and Effects | |
| 9-11 | 3-3 to 3-28 | Formatting and Sorting lists, Inserting Pictures, Text, boxes, and shapes | Mid- Term Exam |
| 12-14 | 3-31 to 4-18 | Formatting Graphics objects, working with SmartArt Graphics, Text effects, and Page Borders | |
| 15 | 4-21 to 4-25 | Editing Documents & Working with Tables | |
| 16 | 4-28 to 5-2 | Creating Reports and Newsletters, mail merge, working with IF functions | |
| 17 | 5-5 to 5-9 | Scaling a printout and multi-worksheet operations | |
| 18 | 5-12 to 5-14 | Certiport practice exam | Final Exam and Certiport online certificate assessment - WORD |

Course Policies:

Attendance

Attendance is required for the standard 107 hours at 1 period/day on regular high school days in session, at NWABSD, scheduled for January 6, 2014 through May 15, 2014.

Important Dates

Midterm Exam – March 25-28, 2014

Final Exam – May 14, 2014

MOS Certification Window – May 12-14, 2014

Plagiarism/Academic Integrity

Plagiarism and cheating are serious offenses and may result in failure on exams, papers, projects, or the course. The entire purpose of this class is to acquire useful skills. To cheat is to lose the opportunity to acquire skills to prepare for your post-secondary program with the Alaska Technical Center and the University of Alaska – Fairbanks, Chukchi Campus – Kotzebue, AK and your first full time career employment opportunity.

Evaluation:

Course Evaluation: This is a Learning Microsoft WORD e-course. The instructor will receive, grade, and return all assignments electronically. All students will have constant access to their current assignments pending and completed, the grade for all assignments, their composite grade, and an option to resubmit select daily assignments to attain a higher grade with the approval of the instructor.

Grading Scale:

Grades for High School elective CTE credit will be given in accordance with NWABSD, A-F school board policy. Extra credit requests will be reviewed and approved only by consent of the instructor.

Grades for the UAF Credit will be given in the 2013-2014 Catalog of Studies. For the purpose of this class, the following percentages shall be given for grade. These grades will be reflected on the permanent student UAF Transcripts for any student electing the Tech Prep option.

| | | | |
|------|------------|------|-----------|
| A+ = | 98% and up | D+ = | 67-69% |
| A = | 94 – 97% | D = | 63-66% |
| A- = | 92-93% | D- = | 60-62% |
| B+ = | 90-91% | F = | Below 60% |
| B = | 86-89% | | |
| B- = | 83-85% | | |
| C+ = | 79-82% | | |
| C = | 72-78% | | |
| C- = | 69-71% | | |

Support Services:

The NWABSD Tech Prep High School Coordinator and the Chukchi University Student Services Coordinator both provides service by appointment and on a walk-in basis. Staff at each institution understand the unique challenges of rural students and will assist by providing advising services, assessment tests, financial aid information and advising, and assistance with forms and applications if needed. Your Chukchi Campus and your NWABSD staff collaborate closely and their services are not limited to those listed. Other services will be provided whenever possible. For more information or to make an appointment, contact the Chukchi Campus Village Access Coordinator at (907) 442-3400, ext. 115 or the NWABSD Tech Prep Coordinator at (907) 442-1842.

Disabilities Services:

Disabilities Services: The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. Please contact Mr. Jon Wehde (contact information at top of syllabus) so that she works with the *Office of Disabilities Services* (203 WHIT, 474-7043) to provide reasonable accommodations to students with disabilities.