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**Productivity Tools**

**Instructor Contact Information**

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| **NAME** | **EMAIL** |
| Luci Ponder (Interim) | lponder@yearup.org |
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1. **Course Description:**

In this course, through a flipped classroom model, students will be receiving acomprehensive introduction of the Microsoft software suite. This course will focus on Outlook email. Emphasis is placed on workplace office computer technology needs and demands, to be able to generate as well as troubleshoot and support any office software application work.

1. **Course Objectives:** By the end of this course, students will be able to:

* Mange the outlook environment, messages and schedules

1. **Suggested Texts and Materials:** All required readings will be available via Brightspace (BSP).
2. **Year Up United Grading System:**

This grading schematic is designed to give each student the best opportunity to succeed in this **resource class**. **To receive a passing grade for this training course assignments must be completed, turned in on time, and you must come to class prepared with completed content, motivated and ready to actively participate.** Your instructor and coach are available to help you find learning and studying strategies that will help you achieve a better understanding of professional communications, as well as a better grade. Your success will depend on your level of accountability, commitment, and determination. Office hours are during weekly Essential Study Hall sessions. Any other needed tutoring is available BY APPT ONLY.

**\*\*\*This resource class is graded as Pass/Fail\*\*\***

\*\*\*You must pass four of the five classes (CDIR, CITW, PT, TE, UEW) as well as the Pluralsight or DATA Academy in order to successfully graduate from the program. \*\*\*

1. **Course Policies and Requirements:**

**DUE DATES:**

1. Productivity Tools—**PT**—***Assignments*** due by ***Thursday 11:59PM***
   1. Failure to submit assignments on time results in a “0” and an earned infraction.
2. PT—***Content*** is due per the academic calendar at the end of this document. Weekly content is split into day 1 and day 2 (Tuesday /Thursday due dates)
   1. Failure to complete the required content will result in an earned infraction.

**Late assignments are NOT accepted UNLESS you have followed the Extension policy in the Handbook :** Page 47-48 [Handbook](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn)

**All due dates are preset and are due as assigned**, **despite you missing class**.

This means due dates are the same for everyone. You should contact your instructor prior to any absence or late arrival. Late and missing assignments do earn infractions whether notified or not. **Please pay careful attention to due dates for ALL assignments and to the Extension policy. Remember, no late assignments are accepted unless you followed the policy as stated.**

**Academic Policies:** [**Student Handbook**](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn)

**It is your responsibility to be fully aware of these policies. Lack of awareness is not an acceptable reason for failure to follow them.**

**Please see the Handbook for the policies below. Pages are identified.**

* **Group Work Policy**: All work is individual work unless specified by the instructor.
* **Technology Policy**: Page 54
* **Disability Access**: Page 55
* **Attendance Policy**: Page 15-17. Please be respectful and let instructor know ASAP that you will be late or absent.
* **Professionalism Policy**: Page 35-37, 53-54. Please remember our VIRTUAL NORMS, LC NORMS and CORE values.
* **Academic Conduct Policy**: Page 45
* **Student Grievance Policy**: Page 67
* **Religious Observances:** Page 61

**Academic Honesty: Page 51** [**Handbook**](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn)

Year Up United follows strict guidelines for academic honesty.  You are expected to adhere to these guidelines during your time at Year Up United:

* Maintain integrity in all academic work. *You will not attempt to get grades by any means other than honest academic effort*. All work must be **completed by you** **individually** except for instances where your instructor assigns a group project.
* Plagiarism results in a *Strive to Learn Core Values infraction* (-25 points) as well as a zero on the assignment.

Some examples of what is considered an act of academic dishonesty include:

* Copying or rewriting code or a phrase, paragraph, page, or paper from a book, magazine, or website without saying where the information comes from.
* Giving or receiving assistance on a quiz, assignment, test, or other evaluation on which you are expected to work alone.
* Writing an assignment (or part of an assignment) with a classmate when you are both supposed to create individual assignments.
* Submitting the same work to two different instructors or twice for the same assignment (unless you have received permission from all instructors involved).

**Academic Dishonesty Consequences**: [Handbook](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn) Page 51

**AI Policy : Page 53** [**Handbook**](https://yearup.box.com/s/njs842yg2wa8vyrc56uf19w8a7ea85kn)

**Learning Management System (Brightspace-BSP):**

Brightspace will be the Learning Management System used within your classes to demonstrate your learning and understanding of course concepts. Below are the “best practices” of using BSP to reach its potential in bolstering and supporting your learning.

* Use of professional profile picture and language
* Check BSP at least twice a day (there is also a free app available)
* **Keep track** of your assignments and grades
* Be mindful of time **when assignments are** **due** as all assignments are time stamped when uploaded.
* Be mindful YOU are responsible for completion of ALL Content PRIOR to coming to class each week. Please follow the academic calendar at the end of this document.
* **Follow assignment guidelines**
* **Check twice, upload once**.
* **Read assignment instructions carefully**. Resubmits are not allowed.

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| Week | **Due Date of Content completion** | Module Name | Lessons due by |
| 2 | Tue 3/11 | Business Productivity Tools: MS Office: Outlook Email | **Prerequisite: Complete 3 Self Assessments to open the lessons.**   * ☐ Self-Assessment of Zoom Skills * ☐ Self-Assessment of Microsoft Word Skills * ☐ Self-Assessment of Microsoft PowerPoint Skills   Lesson 1: Basics of Outlook Email  Lesson 2: Functionality of Outlook Email  Lesson 3: Contact, Groups, and Rules  Lesson 4: Mini-Capstone: Business Productivity Tools: MS Outlook Email  **Graded Assignments Due 03/13 @11:59pm:**   * **Mini-Capstone Quiz: MS Outlook Email** * **Mini-Capstone Bongo Assignment: MS Outlook Email** |
| 2 | Thur 3/13 | Business Productivity Tools: MS Office: Outlook Calendar | Lesson 1: Basics of MS Office: Outlook Calendar  Lesson 2: MS Office Outlook Calendar Features: Appointments  Lesson 3: MS Outlook Calendar Features: Meetings  Lesson 4: Mini-Capstone: Business Productivity Tools: MS Office: Outlook Calendar  **Graded Assignments Due 03/13 @11:59pm:**   * **Mini-Capstone Quiz: MS Outlook Calendar** * **Mini-Capstone Bongo Assignment: MS Outlook Calendar** |