

**Addendum to UAF/Northwest Arctic Borough School District  
Tech Prep Articulation Agreement 2013-2014 (Revised October 17, 2013)**

University of Alaska – Fairbanks  
Chukchi Campus  
PO Box 297, 604 Third Avenue  
Kotzebue, Alaska 99752

Northwest Arctic Borough School District  
PO Box 51, 744 Third Avenue  
Kotzebue, Alaska 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 Applied Business Program.

1. The Northwest Arctic Borough School District will follow UAF Applied Business, based curriculum in coordination with the Administration and Faculty of the University of Alaska Fairbanks – Chukchi Campus pertaining to the course below:

**Applied Business – FALL 2013**

UAF Course #	UAF Course Title	UAF Credit	NWABSD Course Title
C105 F130 ✓	Microcomputer Wordprocessing	3 cr. <del>me</del>	Business software

NWABSD will teach for the attached outcome:

1. The attached syllabus will be followed.
2. NWABSD will provide necessary support for students to be successful in this course which may include computer support, reference books, and academic assistance.
3. Chukchi Campus will process the 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.

ORIGINAL



## Course Syllabus

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### Course Information:

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**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 9<sup>th</sup> 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.

### **Meeting Days & Time:**

Dates and times of virtual face-to-face classes: Weekly starting August 21, 2013 ending December 20, 2013 at 12:30PM – 1:30PM daily.

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

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### Instructor Information:

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**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](mailto:jwehde@nwarctic.org)

Phone: (907) 442-1841

**Office Hours:** 8:00 am – 5:00 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.

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**Course Description:**

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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.

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**Course Goals and Student Learning Outcomes:**

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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 MOUS WORD Specialist Exam via the Certipoint™ assessment online upon the approval of the instructor.

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**Instructional Methods:**

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

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**Class Calendar: FY 14**

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Week	Class Date 2013-2014	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	8-21 to 8-23	Using the Common Features of Mircrosoft Office 2010 Basics	
2-4	9-4 to 9-13	Crating Word Documents,	

		Formatting, Editing, and Correcting	
5-6	9-16 to 9-27	Adjusting Alignment, Spacing	
7-8	9-30/10-11	Creating Letters, Envelopes, & Using Font and Effects	
9-11	10-14/10-23	Formatting and Sorting lists, Inserting Pictures, Text, boxes, and shapes	Mid- Term Exam
12-14	10-28/11-8	Formatting Graphics objects, working with SmartArt Graphics, Text effects, and Page Borders	
15	11-11 to 22	Editing Documents & Working with Tables	
16	11-25 to 12-6	Creating Reports and Newsletters, mail merge, working with IF functions	
17	12-9 to 12-13	Scaling a printout and multi-worksheet operations	
18	12-16/12-19	Certiport practice exam	Final Exam and Certiport online certificate assessment - WORD

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### Course Policies:

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#### Attendance

Attendance is required for the standard 107 hours at 1 period/day on regular high school days in session, at NWABSD, scheduled for August 21, 2013 to December 20, 2013.

#### Important Dates

Midterm Exam – October 21, 22, 23, 2013

Final Exam – December 16, 2013

MOUS certification window – December 17,18,19, 2013

#### 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.

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### Evaluation:

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Course Evaluation: This 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 2011-2013 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%		

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**Support Services:**

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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.

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**Disabilities Services:**

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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.

**APPROVALS**

Pauline Harvey, Director  
Chukchi Campus  
University Of Alaska - Fairbanks

Pauline Harvey 10-17-13  
Date

Jon Wehde, Director of Career and Technical Education  
Northwest Arctic Borough School District  
PO Box 51  
Kotzebue, Alaska 99752

Jon Wehde 10/25/13  
Date

Cheryl Edenshaw, Director  
Alaska Technical Center  
PO Box 51  
Kotzebue, Alaska 99752

Normal Al 10/25/13  
for Cheryl Edenshaw

~~Andy Anger, Department Chair  
Applied Business Department~~  
University of Alaska - Fairbanks

BILL BARNES  
CITS PROGRAM HEAD  
WB Barnes 12/9/13

Pete Pinney  
Associate vice Chancellor for Rural &  
Community and Native Education  
University of Alaska - Fairbanks

Pete Pinney 12/12/13  
Date

SUSAN HENRICHS, TROVOST  
UNIVERSITY OF ALASKA FAIRBANKS

Susan Henrichs 12/12/13  
DATE