

Cybersecurity

One Year

9th Grade

Course Content

- Students will develop expertise using advanced features in Microsoft Word 2021 such as Newspaper-style Columns, SmartArt, Macros, Tables, Mail Merge and Edit/Review Track Changes.
- Students will be taught the touch method of the 10-key pad to input numerical data. This skill will be useful when entering data into Excel worksheets and completion of a checkbook simulation.
- In Microsoft Excel 2021, students will learn to format worksheets, sort data, write formulas using absolute cell references and create charts to display various pieces of information.
- Cybersecurity concepts will be introduced through cyber.org lessons.

Textbook

Shelly Cashman Series "Microsoft Office: Complete Concepts and Techniques"

Checkbook Simulation: "Your Checking Account"

Grade Components

- Points are given for completing assignments correctly.
- Failure to remain on task by going to applications or websites not assigned, will result in logging off the computer and sitting quietly until the bell rings. The assignment will become homework.

Class Expectations

- Be respectful of everyone in both words and action.
- Be on task with the assigned work and/or website.

Class Procedure

- Bring needed materials to class or get books from classroom shelves.
- Water bottles are placed on side counter away from computers.
- Sign in to your computer and launch Office365 and the specified application for class.
- Listen to directions.
- Remain on assigned application and/or website during the class period.
- Complete assignments with quality. Turn in the IN box when finished.
- If there is extra time at the end of class, choose from the list of given websites listed in Teams.
- One person at a time will be excused to use the restroom. Fill out a yellow pass and get my signature. No bathroom passes will be given until directions are finished.
- At the end of the class period, return textbooks, clean work area with a sanitizing wipe, straighten work area, and wait by your machine until the bell rings.