

# VOCATIONAL TECHNOLOGY SYLLABUS

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## COURSE DESCRIPTION:

This course will teach you how to use Microsoft's suite of productivity tools. You will master Excel spreadsheets, create captivating PowerPoint presentations, write a professional resume, and cover other essential Microsoft skills. Additionally, we will delve into design related tools such as Canva and Adobe to create content and websites. Students are required to make use of outside resources in completing assignments.

## COURSE OBJECTIVES:

Upon successful completion of the course, students should possess knowledge about and be able to:

- **Microsoft Office Proficiency:** Utilize advanced features of Microsoft Office applications such as Word, Excel, and PowerPoint to create professional documents, spreadsheets, and presentations.
- **Graphic Design Skills:** Apply basic principles of graphic design using software like Canva, Adobe Photoshop and Illustrator to produce visually appealing and effective digital graphics.
- **Resume and Cover Letter Creation:** Develop and format compelling resumes and cover letters tailored to specific job opportunities, showcasing relevant skills and experiences.
- **Job Search Strategies:** Implement effective job search techniques, including the use of online job boards, networking, and leveraging social media to find employment opportunities.
- **Professional Communication:** Demonstrate professional communication skills in both written and verbal formats, essential for successful job interviews, workplace interactions, and presentations.
- **Career Development Planning:** Construct a personalized career development plan, create SMART goals, set short-term and long-term career goals, and identify steps and resources needed to achieve them.

## RESOURCES:

- 1. Microsoft Office Support Website:** The official Microsoft Office support website provides comprehensive documentation, tutorials, and troubleshooting guides for Excel 365. Users can find step-by-step instructions, video tutorials, and FAQs to address common issues and learn how to use various features of Excel effectively.
- 2. Microsoft Learn:** Microsoft Learn offers various interactive tutorials, modules, and learning paths to help users deepen their knowledge of Excel 365 and other Microsoft products. Users can access guided learning experiences, hands-on labs, and assessments to enhance their Excel skills at their own pace.
- 3. YouTube Channels and Video Tutorials:** Numerous YouTube channels and video tutorials are dedicated to Excel 365, offering demonstrations, tips, and best practices for using Excel effectively. From essential functions to advanced data analysis techniques, users can find many video resources to help them become proficient in Excel.
- 4. Grow with Google for Certifications:** We incorporate the Grow with Google program to help students achieve industry-recognized certifications. Through hands-on training and practical exercises, students will have the opportunity to earn credentials in areas such as IT support, project management, data analytics, and more. These certifications not only enhance your resume but also provide you with the skills and knowledge to thrive in today's competitive job market. Join us to leverage Google's resources and take a significant step forward in your professional development.
- 5. Canva Training:** This course includes comprehensive training on Canva, a powerful graphic design tool. Students will learn how to create stunning visuals, presentations, social media graphics, and marketing materials using Canva's user-friendly interface. Through hands-on exercises and projects, students will master design principles and techniques, enabling them to produce professional-quality graphics that enhance their portfolios and support their career aspirations.

**ATTENDANCE POLICY:**

Courses are offered via Canvas with discussion topics, assignments, and instructor information. Students are expected to be active in their class throughout the week and meet all scheduled assignment submission times. Expect to be in class at least sixteen hours per week and spend an additional 8-10 hours outside of class to complete the material.

**Students must contact the instructor if unable to attend courses.**

**METHOD OF INSTRUCTION AND COURSE REQUIREMENTS:**

Student success in this course requires a high level of responsibility, dedication, and self-discipline on the part of the student. As a learner, success relies on meaningful engagement in all course activities, logging into the course regularly to check announcements, participation in discussion boards, and accessing course content.

These methods of instruction encourage knowledge, comprehension, and application of course material.

Students are academically accountable for their performance and learning is the natural product of that process, which is facilitated through:

- **Instructor Sessions:** Attendance in all lectures and presentations is required, and active participation is encouraged. These sessions are designed to provide essential instruction and hands-on training in Microsoft Office, graphic design, and professional development. Students should come prepared for class, ready to engage with the material, ask questions, and participate in discussions and practical exercises to maximize their learning experience.
- **Collaborative Learning Activities:** Students will participate in exercises designed to reinforce didactic learning utilizing group discussions.
- **Canvas Assignments:** Students will complete the modules and assignments located in the learning management system each week.
- **Self-paced Certifications:** Students will select and complete certification tracks that align with their career goals, allowing them to learn at their own pace. Throughout the program, we will emphasize the importance of professional development and provide motivation and support to ensure students successfully earn their certifications. By **integrating** these certifications, students will gain valuable skills and credentials that enhance their employability and career prospects.
- **Client-Based Portfolio Development:** Students will have the opportunity to work with real clients on various projects, allowing them to apply their skills in a practical setting. By collaborating on these projects, students will build a diverse portfolio showcasing their proficiency in Microsoft Office, graphic design, and professional development. This hands-on experience not only enhances learning but also provides tangible proof of their abilities to prospective employers, making them more competitive in the job market.
- **Guest Speakers and Subject Matter Experts:** Throughout the course, students will benefit from the insights and expertise of guest speakers and subject matter experts. These industry professionals will share their real-world experiences and provide valuable perspectives on current trends and best practices in technology, graphic design, and professional development. Engaging with these experts will enhance the learning experience, offering students the opportunity to ask questions, gain mentorship, and expand their professional network.

## **Course Outline**

*\*This is a tentative schedule of assignments and may vary based upon unforeseen classroom instructional variation. Please refer to your instructor as the final source for course assignments.*

### **WEEK 1:**

- Intro to course, policies, instructor, students, and classroom expectations
- SMART Goals Worksheet
- Module 1: Getting Started: Practice Files & Videos
- Module 1: Excel Discussion
- Module 1: Excel Skills Review
- Register for a Certification Program in your field of interest

### **WEEK 2:**

- Module 1: Excel Independent Challenge
- Module 1: Excel Quiz
- Module 2: Charts: Practice Files & Videos
- Module 2: PivotTable Practice
- Module 2: Charts Discussion
- Module 2: Charts Skills Review
- Start the Certification Program

### **WEEK 3:**

- Module 2: Independent Challenge
- Module 2: Charts Quiz
- Module 3: Functions & Formulas: Practice Files & Videos
- Module 3: Formulas Discussion
- Module 3: IF Tutorial
- Continue the Certification Course

### **WEEK 4:**

- Module 3: Formulas Independent Challenge
- Module 3: Formulas Quiz
- Bonus: Excel Extras
- Module 1: PowerPoint: Practice File
- Module 1: PowerPoint: Discussion
- Module 1: PowerPoint: Extend Your Knowledge

### **WEEK 5:**

- Module 1: PowerPoint: Independent Challenge
- Module 1: PowerPoint: PowerPoint Quiz

### **WEEK 6:**

- Career Search
- Big Interview
- Create a Resume
- Building Your Professional Brand on LinkedIn

**WEEK 7 - 12:**

During weeks 7-12, we will focus on professional development tailored to your specific field of interest. This segment of the course is designed to provide you with the tools, knowledge, and skills necessary to excel in your chosen career path. Activities will include industry-specific workshops, guest lectures from experts in your field, and hands-on projects that mimic real-world scenarios. You will also have the opportunity to work on building a professional network, developing a strong resume, and honing your interview skills. By the end of this period, you should have a clearer understanding of the professional landscape in your field and be better prepared to pursue your career goals with confidence.

**DELIVERABLES:****Industry Analysis Report**

A detailed report analyzing key trends, challenges, and opportunities in your chosen field. This will include market research, major players, and future outlook.

**Networking Plan and Outreach**

A strategic plan for networking within your industry, including a list of potential contacts, networking events, and online professional groups. You will also be required to initiate at least three professional outreach communications.

**Mock Interview and Feedback**

Participation in a mock interview session tailored to your field, followed by detailed feedback from industry professionals and peers to improve your interviewing skills.

By completing these deliverables, you will not only gain valuable insights and skills for your professional development but also create tangible assets to support your career advancement.

**Portfolio or Professional Website**

Creating a professional portfolio or website will not only serve as a digital showcase of your work but also as a powerful tool for networking and career advancement.

**COLORADO****— ENRICHMENT CENTERS —**