

**Course: Introduction to Computers –Microsoft Office 365****Semester and Year: 2nd<sup>st</sup> Semester 2018-19**

## Textbooks

- Microsoft Office 365 Office 2016 Introductory Shelly Cashman Series
- ISBN 978-1-305-87001-7 May be either purchased or rented Amazon.com

Week	Winter/Spring Dates	Chapter/Topic	Objectives and Activities
1	Jan 7-11	Office 2016 and Windows 10: Essential Concepts and Skills  Office 365 Essentials	<ul style="list-style-type: none"> <li>• <b>Do necessary set up procedures for class</b></li> <li>• <b>Begin the elimination of hunt and peck using typing.com</b></li> <li>• <b>Begin acquainting the student with cross application concepts and skills</b></li> </ul> <p>Mon: Student and teacher introductions. Review of course objectives and Syllabus Assess student skills and at home resources. Discuss: Efficiency and hunt and peck. Setup windows student login. Setup students in typing.com.</p> <p>Wed: Typing.com 20 minutes. Set up Microsoft Office 365 for each student. Discuss the different applications in Microsoft Office 365 and their use Begin acquainting with Essential Concepts and Skills</p> <p>Fri: Typing.com 20 minutes. Continue with Essential Concepts and Skills/The word Ribbon and its features. Folder organization exercise.</p>
2	Jan 14-18	Continue Essential Concepts and Skills & Begin Word Module I	<ul style="list-style-type: none"> <li>• <b>Final orientation on cross application concepts and skills</b></li> <li>• <b>Word how-to: enter text, spelling check, Formatting text, Undo and redo, themes, pictures (inserting, resizing, formatting), borders and spacing.</b></li> </ul> <p>Mon: Typing.com 15 minutes. Continue with Essential Concepts and Skills</p> <p>Wed: Typing.com 15 minutes. Assign first project in Word -Surfs Up Flyer</p> <p>Friday: Complete first project in Word Review and prepare for first skill assessment</p>
3	Jan 21-25 No Monday	Continue Word Module 1	<ul style="list-style-type: none"> <li>• <b>Reinforcement of previous week's learning with projects</b></li> </ul> <p>Wed: Skill assessment.(quiz) Essential Concepts. Assign 2<sup>nd</sup> word project -Graduation Flyer</p> <p>Fri: Complete 2<sup>nd</sup> word project 1<sup>st</sup> opportunity to record a typing WPM test</p>
4	Jan 28 – Feb 1	Continue Word Module 1	<ul style="list-style-type: none"> <li>• <b>More word skills reinforcement with a project</b></li> </ul> <p>Mon: 3<sup>rd</sup> Word Project assigned -Commodity Trading</p> <p>Wed: Completion of 3<sup>rd</sup> word project</p> <p>Fri: 2<sup>nd</sup> skill assessment (quiz)</p>

*Heritage Academy Course Overview*

*Introduction to Computers*

*Instructor: Erv Bales*

5	Feb 4 -8	Word Module 3	<ul style="list-style-type: none"> <li><b>Word how-to: Change margins, set orientation, work with shapes, insert online pictures, add paragraph borders, use &amp; disable hyperlinks, apply styles, set and use tabs, table set-up, address and print an envelope</b></li> </ul> <p>Mon: Project 1 for this module – Apple Park Letter          Wed: Continue Apple Park Letter to completion          Fri: Assign project 2 for this module -Fall Semester Table</p>
6	Feb 11-15	Word Module 3 Introduction to Publisher (Instructor provided materials)	<ul style="list-style-type: none"> <li><b>Complete final word project</b></li> <li><b>Introduce publisher menu (ribbon)</b></li> </ul> <p>Mon: Word skill assessment (quiz) and finish project -Fall Semester Table          Wed: Introduction to Publisher -Project 1 assigned          Fri: Continue project 1 and complete</p>
7	Feb 18-22 No Monday	to Publisher (Instructor provided materials)	<ul style="list-style-type: none"> <li><b>Reinforce publisher skills with projects</b></li> </ul> <p>Wed: Publisher Project 2 -Heritage Tri-fold Brochure Partner (2) project          Fri: Continue publisher project 2</p>
8	Feb 25 – Mar 1	Power Point Module 1	<ul style="list-style-type: none"> <li><b>Final publisher skill honing and assessment</b></li> <li><b>Introduce power point and menu features</b></li> </ul> <p>Mon: Continue publisher project 2          Wed: Publisher skill assessment (quiz)          Fri: Introduction of Power Point. The ribbon and features specific to power point</p>
9	Mar 4 -8	Power Point Module 1	<ul style="list-style-type: none"> <li><b>PPT how-to: use themes, create title and text slides, add slides and change layouts, insert and format pictures, duplicate and arrange slides, select transitions, view a slide show.</b></li> </ul> <p>Mon: Text Project -Tall Oaks          Wed: Continue and finish Tall Oaks Project          Fri: Text Project -Bake Shoppe</p>
10	Mar 11-15	Power Point Module 2	<ul style="list-style-type: none"> <li><b>PPT how to: use shapes, change fonts and text background, use word art, change slide backgrounds, find, replace and spell check, add speaker notes.</b></li> </ul> <p>Mon: Text Project -Basketball Camp          Wed: Continue project -Basketball Camp          Fri: Text Project -Bee Stings</p>
11	Mar 18-22	Power Point Module 2	<ul style="list-style-type: none"> <li><b>PPT skill reinforcement using projects</b></li> </ul> <p>Mon: Continue &amp; Complete Project -Bee Stings          Wed: Assignment -final module 2 Project          Fri: Continue and Complete final module 2 project</p>
	Mar 25-29	Spring Break	
12	Apr 1-5	Power Point Module 3	<ul style="list-style-type: none"> <li><b>PPT How-to: photo edit, align text, insert video and audio clips, control audio and video clips, change animation timing, print handouts.</b></li> </ul> <p>Mon: Text Project -Spokes Bike Club</p>

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			Wed: Continue and Complete Project -Spokes Bike Club Fri: Catch up day
13	Apr 8-12	Power Point Module 3	<ul style="list-style-type: none"> <li>• <b>More PPT skill reinforcement using projects</b></li> </ul> Mon: Final Module 3 project Wed: Continue and complete final PP module 3 project Fri: Power Point Assessment quiz
14	Apr 15-19 No Friday	Excel Module 1	<ul style="list-style-type: none"> <li>• <b>Introduction to Excel</b></li> <li>• <b>Excel how-to: Enter text and numbers, format cells, use various functions, copy cells, create a chart, name worksheets, use autocalculate</b></li> </ul> Mon: Introduction to Excel, purpose and features Wed: Text project -Personal Budget Worksheet
15	Apr. 22-26	Excel Module 2	<ul style="list-style-type: none"> <li>• <b>Excel how-to: Use flash fill, enter formulas, use max, min and avg functions, apply date formats, change row &amp; column widths, check spelling, print worksheet, pages, sections.</b></li> </ul> Mon: Text Projects -Olivia's Art Supply & Lima Wholesale Wed: Work on projects Fri: Assign Olivia Art Project
16	Apr 29 – May 3	Excel Module 2 & Excel Selected Topics	<ul style="list-style-type: none"> <li>• <b>Excel skill reinforcement using projects</b></li> <li>• <b>Discuss the myriad of Excel applications and project setup</b></li> </ul> Mon: Continue and complete -Olivia's & Lima Projects Wed: Excel Assessment quiz Fri: Lecture -other excel operations and uses -
17	May 6-10	Instructor Topics in various applications	<ul style="list-style-type: none"> <li>• <b>Project catch-up and special topics</b></li> <li>• <b>Final Exam Review sheet distributed</b></li> <li>• <b>Final opportunity for Typing.com WPM test submittal</b></li> </ul>
FINAL EXAM May 13-14			Final Exam

**Additional Notes:**

Emphasis will be given to:

Practical application of the subject matter with future academic use and success in mind.

Basic knowledge to lay foundation for continued knowledge and skill development

Windows cross application methods

Lecture, homework and testing plan

This is a hands-on course. Projects are a major part of the learning process. Lecture time will be limited. Most of the instructor's time will be individual assistance as needed.

Homework will be supplemental basic knowledge materials provided by the instructor or specific sections of the textbook.

Testing may a small project which can be completed in 1 class period or a written quiz evaluating the student "how to" knowledge.