# Course Description

This course is designed to provide a foundation of computer skills for students enrolled in a variety of programs. Students learn common file management techniques in the current Windows operating system, configuring folder options, and an overview of the college email provider, Gmail. Students will then cover three of the latest Microsoft Office Professional products: Microsoft Word, Excel, and PowerPoint.

**University Learning Outcomes (ULO)**

* **ULO1:** Knowledge of Human Cultures and the Physical and Natural World
* **ULO2:** Intellectual and Practical Skills
* **ULO3:** Personal and Social Responsibility
* **ULO4:** Integrative and Applied Learning­
* **ULO5:** Immersed in the Critical Concerns of the Sisters of Mercy of the Americas

# Program Learning Outcomes (PLO)

* **PLO1**: Express an appreciation and understanding of a variety of aesthetic, literary, cultural and ideological traditions.(ULO 2, 3)
* **PLO2**: Engage meaningfully in a community of scholarship through inquiry, research and the communication of ideas. (ULO 2, 4)
* **PLO3**: Evaluate historical, political, economic and scientific data while recognizing the interrelatedness of events and processes. (ULO 1, 2, 3, 4)
* **PLO5**: Reflect upon the relationship of the Divine to the human experience. (ULO 2, 3, 4)
* **PLO6**: Examine and understand the dynamics of individual and group behavior. (ULO 2, 4)
* **PLO7**: Demonstrate an understanding of quantitative reasoning. (ULO 1, 2, 4)
* **PLO8**: Engage in constructive activities of service to the community in light of the Gospel tradition as experienced through the Mercy charism that shapes the College. (ULO 2, 3, 4)

# Course Learning Outcomes (CLO)

* **CLO 1:** Identify today's technologies and how populations connect and communicate online.
* **CLO 2:** Describe how programs and applications assist with our productivity while maintaining security and privacy.
* **CLO 3:** Apply basic proficiency skills and features of word processing using Microsoft Word.
* **CLO 4:** Apply basic proficiency skills and features of spreadsheets using Microsoft Excel.
* **CLO 5:** Apply basic proficiency skills and features of presentations using Microsoft PowerPoint.

# Student Expectations

Students are expected to do the following:

* Ask probing and insightful questions related to course content.
* Make meaningful and relevant connections and application to their own learning process.
* Be productive and contributing members of class discussions.

# Required Course Materials

Vermaat, M. E., et al. (2017). *Discovering computers & Microsoft Office 365 & Office 2016: A fundamental combined approach* (1st ed.). Boston, MA: Cengage Learning.

ISBN-13: 9781305871809

Microsoft Office® 2016 Software (Word®, Excel®, and PowerPoint®)

# Suggested Point Values

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Point Value** | **Due** |
| **Week 1** |  |  |
| Discussion: Ethics & Issues | 20 |  |
| Blog: Technology @ Work | 60 |  |
| How To | 60 |  |
| Website Evaluation | 60 |  |
| **Week 2** |  |  |
| Discussion: Ethics & Issues | 20 |  |
| Discussion: How To | 20 |  |
| Secure IT | 60 |  |
| Website Creation and Management | 100 |  |
| **Week 3** |  |  |
| Flyer | 60 |  |
| Research Paper | 60 |  |
| Letter to Employer | 60 |  |
| Journal Reflection | 20 |  |
| **Week 4** |  |  |
| Bulleted Lists and Pictures | 60 |  |
| Inserting Photos and Shapes; Applying Picture Styles | 60 |  |
| Changing the Stacking Order, Inserting an Audio File, and Animation | 60 |  |
| Journal Reflection | 20 |  |
| **Week 5** |  |  |
| Revenue Analysis | 60 |  |
| Insurance Premium | 60 |  |
| Weekly Payroll | 60 |  |
| Journal Reflection | 20 |  |
| **Total Points** | **1000** |  |

# Course Schedule

|  |  |  |
| --- | --- | --- |
| **Week** | **Start** | **End** |
| One | <insert start date> | <insert end date> |
| Two |  |  |
| Three |  |  |
| Four |  |  |
| Five |  |  |

# Weekly Learning Modules

|  |  |  |  |
| --- | --- | --- | --- |
| **Week One: Discovering Computers, Part 1** | | | |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Describe the various hardware and software used in today's environment, as well as their purpose. | | CLO1 | |
| * 1. Describe the purpose, features, and uses of the Internet. | | CLO1 | |
| * 1. Describe the risks and benefits of websites and social media. | | CLO2 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Readings**  **Read** the following from *Discovering Computers & Microsoft Office 365 & Office 2016*:   * Ch. 1, “Introducing Today’s Technologies: Computers, Devices, and the Web” * Ch. 2, “Connecting and Communicating Online: The Internet, Websites, and Media”   **Post** questions and comments in the Week One General Q & A discussion forum on Blackboard. | | 1.1, 1.2, 1.3 |  |
| **Internet Research**  **Read** “1-Making Use of the Web” on p. 52 in Ch. 1 of *Discovering Computers & Microsoft Office 365 & Office 2016.*  **Complete** all activities in Research This and the Internet Research worksheet.  **Submit** your worksheet to Blackboard.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week One General Q & A discussion forum on Blackboard. | |  | 1 hour |
| **Student Introductions**  **Introduce** yourself by answering the following questions in the Student discussion forum by 11:59 p.m. (Eastern time) on Thursday:   * What area are you currently working in? * What is one detail about you that will help us remember you? * What would you like to get out of this class?   You may also include pictures of yourself, your family, your pets, and so forth in your post.  **Read** all your classmates’ discussion posts. Reply to 1 student who you have something in common with. | |  |  |
| ***Supplemental Resources and Activities***  *Explore these optional resources to deepen your understanding.* | | ***Alignment*** | ***AIE*** |
| **Adobe Connect Live Discussion**  **Review** [Adobe Connect Resources](https://sites.gmercyu.edu/student-resources/adobe-connect-resources/).  **Participate** in the scheduled live session with the course instructor. This session will provide an overview of the course and discuss the major assignments in the course.  **Prepare** to ask questions concerning the content of the week and the course as a whole.  *Note:* A recorded lecture will be made available to those who are unable to attend the live session. | |  | Live Discussion: lecture and discussion = **1 hour** |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Ethics & Issues**  **Read** “Ethics & Issues 1-5” on p. 41 of *Discovering Computers & Microsoft Office 365 & Office 2016.*  **Pos**t a clear and logical response in 150 to 200 words to the following, providing specific examples to support your answers:   * What are the results when you search for yourself online? * What steps can you take to clean up and protect your online reputation? * Would you share social networking accounts or passwords with an employer or potential employer? Why or why not? * Should companies monitor employees' accounts? Why or why not?   *Note:* Initial answers to the questions are due by 11:59 p.m. (Eastern time) on Thursday.  **Respond** to at least 2students in a manner that is thought provoking and that appropriately challenges or elevates the discussion. All responses must be posted by 11:59 p.m. (Eastern time) on Sunday. | | 1.3 | 1.5 hours |
| **Blog: Technology @ Work**  **Read** “Technology @ Work-Health Care” on p. 43 of*Discovering Computers & Microsoft Office 365 & Office 2016.*  **Write** a minimum 200-word blog discussing how computers and technology can be used in the health care industry that was not discussed on the reading.  **Post** your blog by 11:59 p.m. (Eastern time) on Thursday.  **Review** your classmate’s blogs, and respond to at least one in a manner that is thought provoking and that appropriately challenges or elevates the discussion. All responses must be posted by 11:59 p.m. (Eastern time) on Sunday. | | 1.1 | 1 hour |
| **How To**  **Read** “4-Search for a Job Online” on p. 102 of*Discovering Computers & Microsoft Office 365 & Office 2016.*  **Complete** the steps to guide you through the process of searching for a job online, and **answer** the following:   * Review 3 job search websites. Which one did you like the best? Why? * Which keywords would you use on a job search website to search for a job in your desired field? * Before completing this exercise, consider whether you have ever searched for a job online. Do you think it is better to search for a job using a job search website, or by vising company websites directly and viewing their job postings? Justify your answer**.**   **Label** each question and your answer clearly.  **Submit** your answersto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 1.2 | 1.5 hours |
| **Website Evaluation**  **Review** the website of your favorite fast food restaurant. Pay particular attention to design, ease of use, menu, nutritional information, allergy information, special offers, location information and directions, hours, and contact information. Example sites include the following:   * [Subway](http://www.subway.com/en-us.) * [Chipotle](https://chipotle.com/) * [Jake's Sandwich Board](http://www.jakessandwichboard.com/) * [Manhattan Bagel](https://www.manhattanbagel.com/)   **Click** the **Edit Wiki Content** button. Enter the following information on one row of the table:   * Your name and the URL address for the website you reviewed   For the each of the following columns, **write** your opinion on the following:   * Layout and design * Navigation * Accuracy * Usefulness and how informative it is   **Post** your information in the wiki by 11:59 p.m. (Eastern time) on Thursday.  **Review** your classmate’s responses. Rank the websites. Click the **Comment** button, and post a comment with your rankings. Include a justification for your rankings.  **Post** your comment by 11:59 p.m. (Eastern time) on Sunday. | | 1.2, 1.3 | 1 hour |
| **Total** |  |  | **6 hours** |

# Faculty Notes

Each week, students will have ungraded activities. This is an opportunity for students to practice skills learned in each week’s readings before attempting the assignments. Students can submit their answers for you to review and provide feedback.

**Adobe Connect:** Students should post any questions or comments they have to the Announcement forum. The instructor can then utilize those questions that come up in the first part of the week to tailor the live Adobe Connect class session that would be scheduled toward the later part of the week. That 1-hour synchronous session will allow students the opportunity to go over any questions they had with the homework and clarify any misconceptions they have about the course content. All Adobe Connect sessions should be recorded and a link to the recording be posted to the course page so any student who misses the session can review it later in the week.

*Note:* It is the instructor’s choice as to what day they will schedule the Adobe Connect Live Session, but it is recommended that they schedule this session for Wednesday of the week so students have plenty of time to review their homework prior to the deadline on Sunday.

|  |  |  |  |
| --- | --- | --- | --- |
| Week Two: Discovering Computers, Part 2 | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Identify who is responsible for recycling computers and mobile devices. | | CLO1 | |
| * 1. Discuss the impact of e-waste on developing nations. | | CLO1 | |
| * 1. Discuss the pros and cons of connecting a mobile device to a Wi-Fi network. | | CLO2 | |
| * 1. Describe security risks associated with viruses and malware, privacy, health, and the environment. | | CLO2 | |
| * 1. Apply the benefits of websites and social media. | |  | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Readings**  **Read** the following from *Discovering Computers & Microsoft Office 365 & Office 2016:*   * Ch. 3, “Computers and Mobile Devices: Evaluating Options for Home and Work” * Ch. 4, “Programs snd Apps: Productivity, Graphics, Security, and Other Tools” * Ch. 5, “Digital Security, Ethics, snd Privacy: Threats, Issues, and Defenses”   **Post** questions and comments in the Week Two General Q & A discussion forum on Blackboard. | | 2.1-2.4 |  |
| **Internet Research**  **Read** “1-Making Use of the Web” on p. 208 in Ch. 4 of *Discovering Computers & Microsoft Office 365 & Office 2016* in preparation for this week’s assignment*.*  **Complete** the Research This.  **Submit** your answers to Blackboard.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Two General Q & A discussion forum on Blackboard. | | 2.5 | 2 hours |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Ethics & Issues**  **Read** “Ethics & Issues 3-2” on p. 122 of *Discovering Computers & Microsoft Office 365 & Office 2016.*  **Pos**t a clear and logical response in 150 to 200 words to the following, providing specific examples to support your answers:   * Should the government, manufacturers, or users be responsible for recycling of obsolete equipment? Why? * What impact does exporting toxic waste have on developing nations? * Should the state or federal government mandate an e-cycling program for electronics? Why or why not?   *Note:* Initial answers to the questions are due by 11:59 p.m. (Eastern time) on Thursday.  **Respond** to at least 2students in a manner that is thought provoking and that appropriately challenges or elevates the discussion. All responses must be posted by 11:59 p.m. (Eastern time) on Sunday. | | 2.1, 2.2 | 1.5 hour |
| **Discussion: How To**  **Read “**How To3-2: Connect Your Phone to a Wi Fi Network to Save Data Charges” on p. 138 of*Discovering Computers & Microsoft Office 365 & Office 2016.*  **Pos**t a clear and logical response in 150 to 200 words to the following, providing specific examples to support your answers.   * If you have a data plan allowing unlimited data and you are within range of a Wi-Fi network, is it better to use your mobile service provider's network or the Wi-Fi network? Why?   *Note:* Initial answers to the questions are due by 11:59 p.m. (Eastern time) on Thursday.  **Respond** to at least 2students in a manner that is thought provoking and that appropriately challenges or elevates the discussion. All responses must be posted by 11:59 p.m. (Eastern time) on Sunday. | | 2.3 | 1 hour |
| **Secure IT**  **Read** “Secure IT 5-2: Protection from Viruses and Other Malware” on p. 219 of*Discovering Computers & Microsoft Office 365 & Office 2016.*  **Write** a minimum of 200 words to the following:   * What precautions do you take to prevent viruses and other malware from infecting your computer? * What new steps will you take to attempt to protect your computer?   **Submit** your answersto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 2.4 | 1 hour |
| **Website Creation and Management**  **Resources:**   * [Create a Google Site](https://support.google.com/sites/answer/153197?hl=en) * [Google Sites as a Tool for Student Portfolios](https://sites.google.com/a/flippededucation.com/flippedevents/home/google-apps-summit-presentations/google-sites-as-a-tool-for-student-portfolios)   An ePortfolio is an online collection of your work throughout your academic program. It is an opportunity for you to showcase your assignments electronically. Read [What is an ePortfolio?](https://sites.google.com/site/eportfolioapps/overview) Examples include the following:   * [Michelle M. Fuhrman's Electronic Portfolio](https://sites.google.com/a/nd.edu/michelle-m-fuhrman-s-e-portfolio/home) * [William Hastings's Portfolio](https://sites.google.com/a/g.clemson.edu/william-hastings-s-health-portfolio/)   **Create** an ePortfolio using Google sites or one of the two other online content management systems for building websites you researched. Include basic information about yourself. Add your Weeks 1 & 2 assignments. You can also add assignments from other courses you are taking or have taken. Including your resume is optional.  **Post** your ePortfolio website link into the Website Creation and Management forum by 11:59 p.m. (Eastern time) on Thursday.  **Review** your classmates’ ePortfolios. Comment on at least 3 ePortfolios discussing the content, design, and ease of navigation.  **Post** your comments by 11:59 p.m. (Eastern time) on Sunday. | | 2.5 | 4 hours |
| **Total** |  |  | **9.5 hours** |

|  |  |  |  |
| --- | --- | --- | --- |
| Week Three: Microsoft Word | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Apply basic word processing skills using Microsoft Word. | | CLO3 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Office 2016 and Windows 10: Essential Concepts and Skills**  **Read** pp. OFF1-OFF 75 of*Discovering Computers & Microsoft Office 365 & Office 2016*.  **Complete** Lab 2.  **Post** questions and comments in the Week Three General Q & A discussion forum on Blackboard. | | 3.1 | .5 hour |
| **Microsoft Word 2016**  **Read** Word Modules 1, 2, & 3of*Discovering Computers & Microsoft Office 365 & Office 2016*. While reading each module, go through the steps for the project in each module to practice your Word skills.  **Post** questions and comments in the Week Three General Q & A discussion forum on Blackboard. | | 3.1 | 2 hours |
| **Module 1: Applying Your Knowledge**  **Complete** the “Word Module 1: Applying Your Knowledge” on pp. WD48–WD49 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your answersto Blackboard by 11:59 p.m. (Eastern time) on Sunday.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Three General Q & A discussion forum on Blackboard. | | 3.1 | 1 hour |
| **Module 2: Applying Your Knowledge**  **Complete** the “Word Module 2: Applying Your Knowledge” on pp. WD112–WD113 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your answersto Blackboard by 11:59 p.m. (Eastern time) on Sunday.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Three General Q & A discussion forum on Blackboard. | | 3.1 | 1 hour |
| **Module 3: Applying Your Knowledge**  **Complete** the “Word Module 3: Applying Your Knowledge” on pp. WD174–WD175 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your answersto Blackboard by 11:59 p.m. (Eastern time) on Sunday.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Three General Q & A discussion forum on Blackboard. | | 3.1 | 1 hour |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Flyer**  **Complete** “Lab 2: Creating a Flyer with Multiple Pictures” on pp. WD54–WD55 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your flyerto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 3.1 | 1 hour |
| **Research Paper**  **Complete** “Lab 1: Preparing a Short Research Paper” on pp. WD116–WD118 of*Discovering Computers & Microsoft Office 365 & Office 2016*.  *Note:* Task 9 says, “Change the bibliography style to MLA.” Change the style to APA, as that is the style the university uses.  **Submit** your research paperto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 3.1 | 1 hour |
| **Letter to Employer**  **Complete** “Lab 3: Creating a Letter to a Potential Employer” on pp. WD182–WD183 of*Discovering Computers & Microsoft Office 365 & Office 2016*.  **Submit** your letterto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 3.1 | 1 hour |
| **Journal Reflection**  **Reflect** on what you learned this week, and **answer** the following:   * What have you learned that you can incorporate into your professional life immediately? * What have you learned that you anticipate being beneficial in moving your career forward?   **Submit** your journal entryto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 3.1 | .5 hour |
| **Total** |  |  | **9 hours** |

|  |  |  |  |
| --- | --- | --- | --- |
| Week Four: Microsoft PowerPoint | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Apply basic presentation skills using Microsoft PowerPoint. | | CLO4 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Microsoft PowerPoint 2016**  **Read** PowerPoint Modules 1, 2, & 3of*Discovering Computers & Microsoft Office 365 & Office 2016*. While reading each module, go through the steps for the project in each module to practice your PowerPoint skills.  **Post** questions and comments in the Week Four General Q & A discussion forum on Blackboard. | | 4.1 | 2 hours |
| **Module 1: Applying Your Knowledge**  **Complete** the “PowerPoint Module 1: Applying Your Knowledge” on pp. PPT49–PPT50 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your slidesto Blackboard by 11:59 p.m. (Eastern time) on Sunday.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Four General Q & A discussion forum on Blackboard. | | 4.1 | 1 hour |
| **Module 2: Applying Your Knowledge**  **Complete** the “PowerPoint Module 2: Applying Your Knowledge” on pp. PPT104–PPT106 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your slidesto Blackboard by 11:59 p.m. (Eastern time) on Sunday.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Four General Q & A discussion forum on Blackboard. | | 4.1 | 1 hour |
| **Module 3: Applying Your Knowledge**  **Complete** the “PowerPoint Module 3: Applying Your Knowledge” on pp. PPT163–PPT166 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your slidesto Blackboard by 11:59 p.m. (Eastern time) on Sunday.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Four General Q & A discussion forum on Blackboard. | | 4.1 | 1 hour |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Bulleted Lists and Pictures**  **Complete** “Lab 2: Creating a Presentation with Bulleted Lists and Pictures” on pp. PPT 53–PPT 54 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your presentationto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 4.1 | 1 hour |
| **Inserting Photos and Shapes; Applying Picture Styles**  **Complete** “Lab 1: Creating a Presentation, Inserting Photos, Applying Picture Styles, and Inserting Shapes” on pp. PPT111–PPT115 of*Discovering Computers & Microsoft Office 365 & Office 2016*.  **Submit** your presentationto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 4.1 | 1 hour |
| **Changing the Stacking Order, Inserting an Audio File, and Animation**  **Complete** “Lab 1: Changing the Stacking Order, Inserting an Audio File, and Animating a Photo, Illustration, and Title” on pp. PPT170–PPT173 of*Discovering Computers & Microsoft Office 365 & Office 2016*.  **Submit** your presentationto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 4.1 | 1.5 hours |
| **Journal Reflection**  **Reflect** on what you learned this week, and **answer** the following:   * What have you learned that you can incorporate into your professional life immediately? * What have you learned that you anticipate being beneficial in moving your career forward?   **Submit** your journal entryto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 4.1 | .5 hour |
| **Total** |  |  | **9 hours** |

|  |  |  |  |
| --- | --- | --- | --- |
| Week Five: Microsoft Excel | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Apply basic spreadsheet processing skills using Microsoft Excel. | | CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Microsoft Excel 2016**  **Read** Excel Modules 1, 2, & 3of*Discovering Computers & Microsoft Office 365 & Office 2016*. While reading each module, go through the steps for the project in each module to practice your Excel skills.  **Post** questions and comments in the Week Five General Q & A discussion forum on Blackboard. | | 5.1 | 2 hours |
| **Module 1: Applying Your Knowledge**  **Complete** the “Excel Module 1: Applying Your Knowledge” on pp. EX50–EX51 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your worksheetto Blackboard by 11:59 p.m. (Eastern time) on Sunday.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Five General Q & A discussion forum on Blackboard. | | 5.1 | 1 hour |
| **Module 2: Applying Your Knowledge**  **Complete** the “Excel Module 2: Applying Your Knowledge” on pp. EX106–EX107 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your worksheetto Blackboard by 11:59 p.m. (Eastern time) on Sunday.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Five General Q & A discussion forum on Blackboard. | | 5.1 | 1 hour |
| **Module 3: Applying Your Knowledge**  **Complete** the “Excel Module 3: Applying Your Knowledge” on pp. EX174–EX175 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your worksheetto Blackboard by 11:59 p.m. (Eastern time) on Sunday.  *Note:* Each week, you will have practice activities. These are not factored into your grade. Use the results to assess your learning before attempting the assignments.  **Post** questions and comments in the Week Five General Q & A discussion forum on Blackboard. | | 5.1 | 1 hour |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Revenue Analysis**  **Complete** “Lab 1: First Quarter Revenue Analysis Worksheet” on pp. EX53–EX54 of*Discovering Computers & Microsoft Office 365 & Office 2016*, using the data sets provided.  **Submit** your worksheetto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 5.1 | 1 hour |
| **Insurance Premium**  **Complete** “Lab 1: Insurance Premium Worksheet” on pp. EX109–EX110 of*Discovering Computers & Microsoft Office 365 & Office 2016*.  **Submit** your worksheetto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 5.1 | 1 hour |
| **Weekly Payroll**  **Complete** “Lab 2: Updating a Weekly Payroll Worksheet” on pp. EX181–EX183 of*Discovering Computers & Microsoft Office 365 & Office 2016*.  **Submit** your worksheetto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 5.1 | 1 hour |
| **Journal Reflection**  **Reflect** on what you learned this week, and **answer** the following:   * What have you learned that you can incorporate into your professional life immediately? * What have you learned that you anticipate being beneficial in moving your career forward?   **Submit** your journal entryto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 5.1 | .5 hour |
| **Total** |  |  | **8.5 hours** |

# Breakdown of Academic Instructional Equivalencies

|  |  |
| --- | --- |
|  | **AIE Hours** |
| **Week 1** |  |
| Required | 6 |
| Supplemental | 1 |
| **Week 2** |  |
| Required | 9.5 |
| Supplemental |  |
| **Week 3** |  |
| Required | 9 |
| Supplemental |  |
| **Week 4** |  |
| Required | 9 |
| Supplemental |  |
| **Week 5** |  |
| Required | 8.5 |
| Supplemental |  |
|  |  |
| **Total Required Hours** | 42 |
| **Total Supplemental Hours** | 1 |
| **Total Hours** | 43 |