# Course Description

This course gives students a cursory overview of the major computer-based business systems found in businesses today. This course will explore how knowledgeable workers can solve typical business problems through the use of advanced Microsoft Office features found in Microsoft Word, Excel, PowerPoint and customizing Outlook. Students will also be introduced to OneNote, and Sway to become more productive at school and work.

**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)
* **PLO4:** Demonstrate an understanding of the impact of technology on society. (ULO7)
* **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)

* **CLO1:** Create documentation using Microsoft Word in complex business scenarios.
* **CLO2:** Design Microsoft PowerPoint presentations featuring advanced components.
* **CLO3:** Generate advanced Microsoft Excel files to be used in business scenarios.
* **CLO4:** Describe the impact of technology on ethics in society.
* **CLO5:** Use Microsoft Outlook to create and manage to-do lists.
* **CLO6:** Use Microsoft productivity apps and Outlook to become more efficient and productive.

# 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. (2016). *Microsoft Office 365 & Office 2016: Advanced* (1st ed.). Boston, MA: Cengage Learning.

ISBN-13: 978-1305870406

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

.

# Suggested Point Values

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Point Value** | **Due** |
| **Week 1** |  |  |
| Using OneNote to Organize a Research Paper | 60 |  |
| Creating a Sway Resume | 60 |  |
| Journal Reflection | 35 |  |
| **Week 2** |  |  |
| Subscriber Projections | 60 |  |
| Output | 60 |  |
| DJ Customer Survey | 60 |  |
| Journal Reflection | 35 |  |
| **Week 3** |  |  |
| Spokes Spring Events | 60 |  |
| Road to Car Loans | 60 |  |
| 1st Class Moving and Storage | 60 |  |
| Journal Reflection | 35 |  |
| **Week 4** |  |  |
| Altar Holdings | 60 |  |
| Michaels Chocolates | 60 |  |
| National Parks in Alaska | 60 |  |
| Journal Reflection | 35 |  |
| **Week 5** |  |  |
| Car Maintenance Tasks | 60 |  |
| Configuring Junk Email | 60 |  |
| Discussion: Ethics and Technology | 45 |  |
| Journal Reflection | 35 |  |
| **Total Points** | **1000** |  |

# Course Schedule

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

# Weekly Learning Modules

|  |  |  |  |
| --- | --- | --- | --- |
| **Week One: Productivity Apps for School and Work** | | | |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Organize information using OneNote. | | CLO6 | |
| * 1. Display information using Sway. | | CLO6 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Readings**  **Read** the following modules in the “Productivity Apps for School and Work” section of *Microsoft Office 365 & Office 2016: Advanced*:   * Introduction to One Note 2016 * Introduction to Sway   **Post** questions and comments in the Week One General Q & A discussion forum on Blackboard. | | 1.1, 1.2 |  |
| **Sways**  **Watch** these sways containing videos on how to use Microsoft OneNote 2016, and Sway:  **Microsoft OneNote 2016**   * [Getting Started](https://sway.com/3mLpoxSYVSlfqfsP) * [Taking Notes](https://sway.com/aOlO0GHAIuyPfeRX) * [Conducting Research](https://sway.com/d1yleEjM2AvbeJJp)   **Microsoft Sway**   * [Building a Sway Website](https://sway.com/zXtB9qQZSrTZWhw1) * [Designing your Sway](https://sway.com/Q1fbhMCOnbgseJun) | | 1.1, 1.2 |  |
| **Preparing for this course**  For this course, you need access to Microsoft OneNote, Sway, Word 2016, PowerPoint 2016, Excel 2016, and Outlook.  Microsoft OneNote, Word 2016, PowerPoint 2016, Excel 2016, and Outlook are offered free in Office 365. Please contact the IT Service Desk at [it@gmercyu.edu](mailto:it@gmercyu.edu) to obtain a link and instructions for downloading.  Your instructor will provide the IT department with your user account and they will set up Sway for you.  **Post** questions and comments in the Week One General Q & A discussion forum on Blackboard. | |  |  |
| **OneNote Practice**  **Practice** using OneNote by taking notes at work or for your classes this week.  **Post** questions and comments in the Week One General Q & A discussion forum on Blackboard. | | 1.1 |  |
| **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 course?   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** |
| **Sways**  **Watch** these sways containing videos on how to use Microsoft Edge:   * [Browsing the Web](https://sway.com/lajPFW5yU7XatrDT) * [Annotating Webpages](https://sway.com/6fxFce5BYZGzkzjL) | |  |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Important Note!**  At the end of each lab, there is a final, open-ended question indicated with a green icon. You *do not* need to answer this question. | |  |  |
| **Using OneNote to Organize a Research Paper**  **Complete** “The Try This Now 2: Using One Note to Organize a Research Paper” on p. PA-5 of *Microsoft Office 365 & Office 2016: Advanced.*  Once you have completed the assignment, get a link to submit to your instructor by following these directions:   * Click **Share**. * Click **Get a link**.   **Copy** and **paste** your OneNote link into a Word document.  **Submit** your Word document with your OneNote link to Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 1.1 | 1.5 hour |
| **Creating a Sway Resume**  **Complete** “The Try This Now 2: Creating a Sway Resume” on p. PA-9 of *Microsoft Office 365 & Office 2016: Advanced.*  **Paste** your resume link into a word document.  **Submit** your Word document with resume link to Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 1.2 | 1.5 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. | | 1.1, 1.2 | .5 hour |
| **Total** |  |  | **5** |

# Faculty Notes

**Course Setup:** Please send user account information for all students and yourself to the IT Service Desk at [it@gmercyu.edu](mailto:it@gmercyu.edu) to obtain access to the Sway application for this week’s assignments.

**Late Assignment Policy:** Instructors are allowed to determine their own late assignment policies. You are required to post your policy by the first day of class. It is recommended you include your policy within your Syllabus and as an announcement within Blackboard. You may use the following example policy or create your own:

# 

*Please be advised that failure to submit assignments on or before the due date may result in a reduction in points awarded. If truly extenuating circumstances prevent you from submitting an assignment on time, please*

* *contact the instructor in advance of the due date,*
* *explain the truly extenuating circumstances that may prevent timely submission of an assignment, and*
* *request additional time for submission.*

*Granting additional time for submission of an assignment is at the discretion of the instructor.*

*Assignments submitted after the due date without advance permission of the instructor may be subject to a reduction of 10% per day for each day late, except that assignments due in the last week of class may be subject to a reduction of 20% per day for each day late.​*

*Due to the nature of discussions, which require active participation throughout the week and throughout the course, they are not able to be submitted late. If a discussion post is made after the appropriate deadline, they will be graded as a late assignment.*

Please review the Faculty Handbook and consult with your program chair/director if you have any questions.

**Adobe Connect:** Students should post any questions or comments they have to the Announcements 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: Microsoft Word | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Apply advanced word processing skills using Microsoft Word. | | CLO1 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Microsoft Word 2016**  **Read** Word Modules 8, 9, & 10of*Microsoft Office 365 & Office 2016: Advanced*. 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 Two General Q & A discussion forum on Blackboard. | | 2.1 | 2 hours |
| **Videos**  **Watch** the following:   * [How to Insert Excel Charts into Word 2016](https://youtu.be/itj4OVj3Glc) (2:34) * [Advanced tables of contents](https://support.office.com/en-us/article/Advanced-tables-of-contents-10e89d4e-ec5a-4f31-b4d6-a61077427951) (3:42) * [How to create fillable forms in Microsoft Word 2016](https://youtu.be/7rW2Lyt7OLs) (5:26) | | 2.1 |  |
| **Module 8-1: Applying Your Knowledge –** **Social Engineering**  **Complete** the “Word Module 8: Applying Your Knowledge” on p. WD483 of*Microsoft Office 365 & Office 2016: Advanced*, 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 Two General Q & A discussion forum on Blackboard. | | 2.1 | 1 hour |
| **Module 9-1: Applying Your Knowledge –** **Communications Outline**  **Complete** the “Word Module 9: Applying Your Knowledge” on pp. WD545 & WD546 of*Microsoft Office 365 & Office 2016: Advanced*, 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 Two General Q & A discussion forum on Blackboard. | | 2.1 | 1 hour |
| **Module 10-1: Applying Your Knowledge –** **Realtor Client Survey**  **Complete** the “Word Module 10: Applying Your Knowledge” on pp. WD606–WD608 of*Microsoft Office 365 & Office 2016: Advanced*, 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 Two General Q & A discussion forum on Blackboard. | | 2.1 | 1 hour |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Important Note!**  At the end of each lab, there is a final, open-ended question indicated with a green icon. You *do not* need to answer this question. | |  |  |
| **Subscriber Projections**  **Complete** “Lab 8-1: Create a Memo with an Excel Table and Chart” on pp. WD485–WD487 of*Microsoft Office 365 & Office 2016: Advanced*, using the data sets provided.  **Submit** your Memoto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 2.1 | 1 hour |
| **Output**  **Complete** “Lab 9-1: Creating a Reference Document with a Cover Page, a Table of Contents, and an Index” on pp. WD548 & WD549 of*Microsoft Office 365 & Office 2016: Advanced*.  **Submit** your reference documentto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 2.1 | 1 hour |
| **DJ Customer Survey**  **Complete** “Lab 10-2: Creating an Online Form with Plain Text, Drop-Down List, Combo Box, Rich Text, Check Box, and Date Picker Content Controls” on pp. WD613 & WD614 of*Microsoft Office 365 & Office 2016: Advanced*.  **Submit** your formto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 2.1 | 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. | | 2.1 | .5 hour |
| **Total** |  |  | **8.5** |

|  |  |  |  |
| --- | --- | --- | --- |
| Week Three: Microsoft PowerPoint | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Apply advanced presentation skills using Microsoft PowerPoint. | | CLO2 | |
| ***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 8, 9, & 10of*Microsoft Office 365 & Office 2016: Advanced*. 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 Three General Q & A discussion forum on Blackboard. | | 3.1 | 2 hours |
| **Videos**  **Watch** the following:   * [Use slide masters to customize a presentation](https://support.office.com/en-us/article/Use-slide-masters-to-customize-a-presentation-055c0629-bf35-426a-bd19-5f0780fbc9af) (5:01) * [Smart Art demo in Word 2016](https://youtu.be/lzL468oCJRU) (5:03) * [PowerPoint 2016 Tutorial - How to Format text and creating WordArt](https://youtu.be/sw1m7lNwFgI) (2:23) * [Microsoft PowerPoint 2016 Tutorial: Adding Tables, Charts, and Links in PowerPoint](https://youtu.be/mDDH52sH9Mg) (8:43) | | 3.1 |  |
| **Module 8-1: Applying Your Knowledge – Creative Pottery**  **Complete** the “PowerPoint Module 8: Applying Your Knowledge” on pp. PPT458 & PPT459 of*Microsoft Office 365 & Office 2016: Advanced*, 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 Three General Q & A discussion forum on Blackboard. | | 3.1 | 1 hour |
| **Module 9-1: Applying Your Knowledge – Wolves Ranking Order**  **Complete** the “PowerPoint Module 9: Applying Your Knowledge” on pp. PPT518 & PPT519 of*Microsoft Office 365 & Office 2016: Advanced*, 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 Three General Q & A discussion forum on Blackboard. | | 3.1 | 1 hour |
| **Module 10-1: Applying Your Knowledge – Stress Symptoms**  **Complete** the “PowerPoint Module 10: Applying Your Knowledge” on pp. PPT576 & PPT577 of*Microsoft Office 365 & Office 2016: Advanced*, 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 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*** |
| **Important Note!**  At the end of each lab, there is a final, open-ended question indicated with a green icon. You *do not* need to answer this question. | |  |  |
| **Spokes Spring Events**  **Complete** “Lab 8-1: Deleting Slide Layouts, Adding a Placeholder, Renaming a Slide Master, and Saving a Slide Master as a Template” on pp. PPT463–PPT465 of*Office 2016: Advanced*, using the data sets provided.  **Submit** your presentation templateto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 3.1 | 1 hour |
| **Road to Car Loans**  **Complete** “Lab 9-1: Converting WordArt and SmartArt, Formatting Text Boxes and Shapes, and Combining Shapes” on pp. PPT523–PPT525 of*Microsoft Office 365 & Office 2016: Advanced*.  **Submit** your presentationto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 3.1 | 1 hour |
| **1st Class Moving and Storage**  **Complete** “Lab 10-2: Copying and Pasting Graphics from PowerPoint and Excel Documents, Formatting a Table and a Chart, Adding a Hyperlink to a Table, and Editing Linked Files” on pp. PPT587–PPT591 of*Microsoft Office 365 & Office 2016: Advanced*.  **Submit** your presentationto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 3.1 | 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. | | 3.1 | .5 hour |
| **Total** |  |  | **9** |

|  |  |  |  |
| --- | --- | --- | --- |
| Week Four: Microsoft Excel | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Apply advanced spreadsheet processing skills using Microsoft Excel. | | CLO3 | |
| ***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 8, 9, & 10of*Microsoft Office 365 & Office 2016: Advanced*. 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 Four General Q & A discussion forum on Blackboard. | | 4.1 | 2 hours |
| **Videos**  **Watch** the following:   * [Create and format PivotTables and PivotCharts](https://support.office.com/en-us/article/Video-Create-PivotTables-74ce8afc-2446-4816-80ee-20ca7fb71793?ui=en-US&rs=en-US&ad=US) * [Add trendlines and drop lines](https://support.office.com/en-us/article/Video-Add-trendlines-and-drop-lines-6b72b363-aa05-4c93-8c5b-22c480eb6e1f) (3:01) * [68 Data Analysis & Using Solver Microsoft Excel 2016 Beginner Course](https://youtu.be/veLZp8YW39Q) (6:24) * [how to use 3d maps in excel 2016](https://youtu.be/zItq_fZKKKE) (12:33) | | 4.1 |  |
| **Module 8-1: Applying Your Knowledge-Totes & Bags**  **Complete** the “Excel Module 8: Applying Your Knowledge” on pp. EX486 & EX487 of*Microsoft Office 365 & Office 2016: Advanced*, using the data sets provided.  **Submit** your workbookto 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 9-1: Applying Your Knowledge –** **American Auto Imports LLC**  **Complete** the “Excel Module 9: Applying Your Knowledge” on p. EX546 of*Microsoft Office 365 & Office 2016: Advanced*, using the data sets provided.  **Submit** your workbookto 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 10-1: Applying Your Knowledge – Peppers**  **Complete** the “Excel Module 10: Applying Your Knowledge” on pp. EX608 & EX609 of*Microsoft Office 365 & Office 2016: Advanced*, using the data sets provided.  **Submit** your workbookto 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*** |
| **Important Note!**  At the end of each lab, there is a final, open-ended question indicated with a green icon. You *do not* need to answer this question. | |  |  |
| **Altar Holdings**  **Complete** “Lab 8-1: Creating a PivotTable, PivotChart, and Trendline” on pp. EX490**–**EX492 of*Office 2016: Advanced*, using the data sets provided.  For helpful hints to assist you with completing this lab, review Lab 8-1 Altar Holdings Complete\_ASF.  *Note:* This file is not to be used as your own final submission and has been encoded to prevent copying.  **Submit** your workbookto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 4.1 | 2 hour |
| **Michaels Chocolates**  **Complete** “Lab 9-2: Finding the Optimal Product Mix” on pp. EX550 & EX551 of*Microsoft Office 365 & Office 2016: Advanced*.  For helpful hints to assist you with completing this lab, review Lab 9-2 Michaels Chocolates Complete Solution\_ASF.  *Note:* This file is not to be used as your own final submission and has been encoded to prevent copying.  **Submit** your workbookto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 4.1 | 2 hour |
| **National Parks in Alaska**  **Complete** “Lab 10-1: Creating a 3D Map and Home Page” on pp. EX612**–**EX614 of*Microsoft Office 365 & Office 2016: Advanced*.  For helpful hints to assist you with completing this lab, review Lab 10-1 National Parks in Alaska Complete\_ASF.  *Note:* This file is not to be used as your own final submission and has been encoded to prevent copying.  **Submit** your workbookto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 4.1 | 2.5 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** |  |  | **12** |

|  |  |  |  |
| --- | --- | --- | --- |
| Week Five: Microsoft Outlook | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Apply advanced email skills using Microsoft Outlook. | | CLO5 | |
| * 1. Discuss the impact of technology on ethics. | | CLO4 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Microsoft Outlook 2016**  **Read** Outlook Modules 4 & 5of*Microsoft Office 365 & Office 2016: Advanced*. While reading each module, go through the steps for the project in each module to practice your Outlook skills.  **Post** questions and comments in the Week Four General Q & A discussion forum on Blackboard. | | 5.1 | 2 hours |
| **Videos**  **Watch** the following:   * [How to create and edit a task in Outlook 2016](https://youtu.be/J2scqBglbtw) (5:38) * [Outlook 2016 desktop: How to edit junk email options](https://www.clouddirect.net/resources/outlook-2016-desktop-how-to-edit-junk-email-options/) (1:05) * [Organize your Inbox with rules](https://support.office.com/en-us/article/Video-Organize-your-Inbox-with-rules-75ab719a-2ce8-49a7-a214-6d62b67cbd41?ui=en-US&rs=en-US&ad=US) (4:57) | | 5.1 |  |
| **Module 4-1: Applying Your Knowledge – Youth in Politics**  **Complete** the “Outlook Module 4: Applying Your Knowledge” on pp. OUT201 & OUT202 of*Microsoft Office 365 & Office 2016: Advanced*, using the data sets provided.  When you go to print the final task list in Table Style, change your printer to Microsoft Print to PDF, and save your task list*.*  **Submit** your task listto 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. | | 5.1 | 1 hour |
| **Module 5-1: Applying Your Knowledge-** **Creating a Personalized Signature**  **Complete** the “Outlook Module 5: Applying Your Knowledge” on pp. OUT250 & OUT251 of*Microsoft Office 365 & Office 2016: Advanced*, using the data sets provided.  After step 8, **save** your email message.  **Submit** your email messageto 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. | | 5.1 | 1 hour |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Important Note!**  At the end of each lab, there is a final, open-ended question indicated with a green icon. You *do not* need to answer this question. | |  |  |
| **Car Maintenance Tasks**  **Complete** “Lab 4-2: Creating a Car Maintenance Task List” on pp. OUT205 & OUT206 of*Office 2016: Advanced*.  When you go to print the tasks in Table Style, change your printer to Microsoft Print to PDF, and save your task list*.*  **Submit** your task listto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 5.1 | 1 hour |
| **Configuring Junk Email**  **Complete** “Lab 5-2: Configuring Junk Email” on p.OUT254 of*Microsoft Office 365 & Office 2016: Advanced*.  For this assignment, you will use the [Screenshot](https://support.office.com/en-us/article/Insert-a-screenshot-or-screen-clipping-6d7e6041-140c-4476-8432-ebeaee8a44e6#__toc260653159) feature in Microsoft Word to take screenshots and paste them into a Word document you will save and submit for grading.  **Submit** your screenshotsto Blackboard by 11:59 p.m. (Eastern time) on Sunday. | | 5.1 | 1 hour |
| **Discussion: Ethics and Technology**  **Watch** [Machine intelligence makes human morals more important](https://www.ted.com/talks/zeynep_tufekci_machine_intelligence_makes_human_morals_more_important?utm_source=tedcomshare&utm_medium=referral&utm_campaign=tedspread).  **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 benefits of implanting data chips in children, older adults, or even all people? What are the drawbacks? In what circumstances is it okay to collect data to benefit individuals or society? What are the drawbacks? What are some emerging technologies that may cause ethical dilemmas?   *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. | | 5.2 | 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** |  |  | **7.5** |

# Breakdown of Academic Instructional Equivalencies

|  |  |
| --- | --- |
|  | **AIE Hours** |
| **Week 1** |  |
| Required | 5 |
| Supplemental | 1 |
| **Week 2** |  |
| Required | 8.5 |
| Supplemental |  |
| **Week 3** |  |
| Required | 9 |
| Supplemental |  |
| **Week 4** |  |
| Required | 12 |
| Supplemental |  |
| **Week 5** |  |
| Required | 7.5 |
| Supplemental |  |
|  |  |
| **Total Required Hours** | 42 |
| **Total Supplemental Hours** | 1 |
| **Total Hours** | 43 |