

Microsoft Office: An Introduction

Grades:	6 th – 10 th
Day of Week:	Tuesday
Time of Class:	9:00 am – 10:30 am ET
Semester:	Spring 2021
High School Credit (grades 8 – 10):	.5 Technology or Elective

Class Dates:

Week 1: April 6
Week 2: April 13
Week 3: April 20
Week 4: April 27
Week 5: May 4
Mid-Term Break May 10 - 16 (Eid Al Fitr)
Week 6: May 18
Week 7: May 25
Week 8: June 1
Week 9: June 8
Week 10: June 15
Make Up Week: June 22

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Description of Class:

Microsoft Office is the work standard for getting work done digitally efficiently. While the basics have not changed in over twenty years the students will experience the basic usage of Word, Excel, PowerPoint and Outlook. While some menu commands are consistent across all applications, most of them are not and this is where most adults and students get frustrated. With fun training topics and assignments, we will practice enough to be able to handle most of what the students will need for high school, college and beyond.

Class Approach:

Some fun, but also some serious, tasks to create something useful with each application and let the students explore on their own and overcome frustrations by thinking about what they need and how it might be found or used in each circumstance.

Goals:

Students should be able to complete various tasks and know which tool to use for which purpose.

Textbook:

None required.

Help documents are all online and in the applications.

Additional Supplies/Resources Needed:

A computer

Working printer (not everything on screen looks the same formatted)

Printer Paper

Microsoft Office 2012 or 2016

Access to the Internet

Requirements:

Each student will have tasks to perform and lots of practice time in which to accomplish it.

Weekly Homework:

Will involve repeating some of what we learned in each session and some new items to help the students explore the applications better.

Homework Policy:

Will ask them to email some of the advanced work to ensure everyone is on the same page and moving forward.

Additional Policies:

These applications should not preclude the students from writing by hand or doing math or drawing. This class is only about how to use the tools, not teaching them to replace everything with a computer.

Evaluation:

The homework handed in and the projects will be considered for grades.

Grading Scale:

Pass or Fail

Anticipated Weekly Course Schedule:

Week	Topic
Week 1	Introduction to Computers and their parts and how they integrate and then discuss MS Office
Week 2	Words are magic, Introduction to MS Word
Week 3	What can Word do? Advanced MS Word topics
Week 4	Counting Sheep, An introduction to MS Excel
Week	Party Attendance and Other Ideas, Advanced MS Excel topics
Week 6	My Report is ...An Introduction to MS PowerPoint
Week 7	How do I ...Advanced MS PowerPoint topics
Week 8	Why is it called Snail Mail? Introduction to MS Outlook
Week 9	Why do we use this? Advanced MS Outlook Topics
Week 10	All Together Now, Collaboration with Others