

Project Planning Course Planning Worksheet

OVERVIEW

Course Description

This business oriented course will include training in Windows operating systems, word processing, financial spreadsheets, database applications, and a special topics section that will introduce presentation software, the Internet World Wide Web browsers, E-Mail, local area networks, and other contemporary issues as time permits.

Textbook Information

Here are the two ISBNs you requested that will be used this Fall with the new edition of the book:

- 1) Bundle (includes loose-leaf version of the book plus SAM access code with eReader – ISBN: 9781337050449
- 2) SAM 365 & 2016 Assessments, Trainings and Projects with eReader Printed Access Card – ISBN: 9781337113922 (no printed book, only eBook inside SAM)

Both of these options should be available in all the FSCJ bookstores.

Additional Instructional Materials

Students will need access to a computer with Internet service, course textbook, and storage device (flash or cloud preferred), Microsoft Office 2013 software and a SAM code to complete project assignments and exams.

CONTENT ANALYSIS

Module Topics

The module topics must align with the provided topics shown in the curriculum outline.

Module	Topic
1	Introductory Concepts
2	Word
3	Excel
4	Access
5	PowerPoint
6	Integrations & Productivity Apps

Curriculum Map

Curriculum map demonstrates the course alignment among required learning outcomes, course modules, and methods of assessment.

Learning Outcomes	Module	Methods of Assessment
Demonstrate proficiency in using Microsoft Office Application suit	1	Computer-based trainings & Capstone projects
Create and revise text documents using Microsoft Word	2	Exam, Computer-based trainings & Capstone projects
Create and revise spreadsheets and charts using Microsoft Excel	3	Exam, Computer-based trainings & Capstone projects
Create and manage databases using Microsoft Access	4	Exam & Computer-based trainings
Create and develop presentations using PowerPoint	5	Exam, Computer-based trainings & Capstone projects
Download files and browse the Internet using current Web browsers	1	Computer-based trainings
Integrate data among Microsoft Office applications	6	Computer-based trainings & Capstone projects

COURSE DESIGN

Grading Distribution

List all the course assignments and points below. Also, specify the starting and ending module. The total point must be 1,000.

Assignments	Start Module	Due Module	Points
SAM Tutorial Trainings	Module 1	Module 6	150
SAM Project Tutorials	Module 1	Module 6	150
Discussion (5 @ 20 Points)	Module 1	Module 5	100
Capstone Projects (3 @ 100 Points)	Module 2	Module 5	300
Integration Assignment	Module 6	Module 6	100
Quizzes (4 @ 50 Points)		Module 3 & 5	200
Total			1,000

Calendar of Activity

The Calendar of Activities is a summary of the lessons and course activities for each module. See each specific Module page for directions on how to complete each assignment. Add completed calendar here using the table format that follows.

Module / Topic	Readings & Resources	Assigned Work	Points Possible
Module 1: Introductory Concepts	EEC 1-31 FM 1-31 IB 1-31	Greetings & Introductions Discussion	Required
		Module 1 Discussion	20
		SAM Tutorial Training	30
Module 2: Word	WD 1-234	Module 2 Discussion	20
		SAM Tutorial Training	30
		SAM Project Tutorials	50
		Capstone Project: Milestone #1	100
		Quiz #1: Word	50
Module 3: Excel	EX 1-252	Module 3 Discussion	20
		SAM Tutorial Training	30
		SAM Project Tutorials	50
		Capstone Project: Milestone #2	100
		Quiz #2: Excel	50
Module 4: Access	AC 1-225	Module 4 Discussion	20
		SAM Tutorial Training	30
		SAM Project Tutorials	20
		Quiz #3: Access	50
Module 5: PowerPoint	PPT 1-132	Module 5 Discussion	20
		SAM Tutorial Training	30
		SAM Project Tutorials	30
		Capstone Project: Milestone #3	100
		Quiz #4: PowerPoint	50
Module 6: Integration & Productivity App		Integration Assignment	100
		Catch up SAM Tutorial Training and Project Tutorials	N/A
Total			1,000

COURSE DEVELOPMENT

Module Introduction

Module	Learning Objectives	Introduction	Reading and Resources
1: Introductory Concepts	<ul style="list-style-type: none"> Differentiate between System Software and Application Software. Use Windows Explorer. Create folders and copy/move files between folders. Unzip compressed files. Access the Internet using an Internet Browser. Register an account and access SAM Training system. 	<p>Module 1 introduces you to the basic concept of computer software, the Internet browsers, and file management.</p> <p>It is very important to understand the common terminologies and be able to differentiate between System Software and Application Software. System software (i.e., Operating System) mainly helps the computer carry out its basic operating tasks. The examples of system software are Windows, Mac OS, Linux, etc. On the other hand, application software helps the user carry out a variety of specific tasks. The examples of application software are Microsoft Office (e.g., Word, Excel, Access, PowerPoint, etc.), Adobe Photoshop, Adobe Acrobat Reader, Skype, iTunes, etc.</p> <p>In addition, understanding how the global system of interconnected computer networks work is critical. The most common term describing the network of computer is the Internet. The Internet carries an extensive range of information resources (e.g., the inter-linked hypertext documents and applications of the World Wide Web (WWW), electronic mail, telephony, and peer-to-peer networks for file sharing). In order to access the Internet and view web pages on your computer, you will need an Internet Browser. The examples of the Internet browsers are Microsoft Edge (as formerly known as the Internet Explorer), Apple Safari, Mozilla Firefox, and Google Chrome.</p> <p>In this class, we will focus on the Microsoft Windows and Microsoft Office Suite for Windows users. Microsoft Office applications that you will be learning are:</p> <ul style="list-style-type: none"> Word Excel Access PowerPoint <p>Please keep in mind that Microsoft Access is available only for Windows users.</p> <p>File organization and management is very important when operating a computer or working on a software application. Students should be able to create, name, re-name, move, and delete folders. The proper file management will help you increase the productivity and work efficiency.</p>	<p>EEC 1-31 FM 1-31 IB 1-31</p> <p>Activities</p> <ul style="list-style-type: none"> Participate in Introduction Discussion Forum. Review the Course Syllabus and Student Manual for SAM Training system Register an account at the SAM website. Complete reading assignment. Complete SAM training for Module 1. Submit SAM training report.
2: Word	<ul style="list-style-type: none"> Format documents Use Office Templates Insert and modify graphical images/pictures Create and modify tables Add review comments to documents Create multi-column news letters Identify Word's APA and MPA formatting tools 	<p>There are a number of popular word processing software packages available for both personal and professional/ business applications. MS Word for Windows is the most widely adopted word processor used in business, government, and higher education. Word processing alternatives available for consumers to use today include OpenOffice's Writer, Apple's iWork and a few others. These apps have similar functionality and even the ability to store created documents in formats that are industry standards and/or can be shared between the applications. By developing a working knowledge of MS Word, students will be better prepared to succeed in the business workplace and to create the large number and variety of documents required in their college classes.</p> <p>Being able to create attractive and professional looking documents also facilitates effective communication within social organizations. Students will also become familiar with MS Office's ability to integrate spreadsheets, graphs, and tables from other applications into their Word documents.</p> <p>In recent years Microsoft has continued enhancing and</p>	<p>WD 1-234</p> <p>Activities</p> <ul style="list-style-type: none"> Participate in Word Discussion Forum. Complete the reading assignment. Complete SAM Word Tutorial Training. Complete SAM Word Project Tutorials. Submit SAM training report. Complete Capstone Project Milestone #1

		<p>distributing a version of Word. As 'cloud computing' has emerged as an option for many different products, Microsoft has released a version of Word that supports the cloud model of leasing software that runs over the internet. This version of Word is included in Microsoft Office 365.</p>	
<p>3: Excel</p>	<ul style="list-style-type: none"> • Format spreadsheets and graphs. • Create basic spreadsheet and graphs. • Enter basic functions and formulas. • Use absolute and relative cell addressing. • Operate financial data in spreadsheets. 	<p>There are a number of popular spreadsheet software packages available for both personal and professional/ business applications. MS Excel for Windows is the most widely accepted spreadsheet application used in business, government, and higher education. Students will be better prepared to succeed in their business accounting classes and higher level engineering classes. Many small businesses use Excel for their bookkeeping operations so it is to the student's advantage to understand how these financial spreadsheets operate.</p> <p>Microsoft Excel provides tools that allow users to easily calculate, manipulate, sort and filter data, use pre-built functions and apply rules or formulas in calculations that support business operations. These pre-built functions are one of the many powerful components of spreadsheet software and simplify many calculations that require statistics, finance, math, trigonometry and logistical analysis. Functions can be combined and embedded to included multiples functions with a single formula. Excel also includes various templates that can ease the creation of various documents including expense reports, loan amortization schedules, invoices and other business related documents. Themes can be used to provide a consistent look and feel across the workbook.</p> <p>In addition, multiple types of charts can be used to help the end user visually interpret the meaning of a series of numbers or results. In this module you will learn how to use Microsoft Excel as you create and modify workbooks containing various types of data and use various types of charts to further explain data within spreadsheets and or workbooks.</p>	<p>EX 1-252</p> <p>Activities</p> <ul style="list-style-type: none"> • Participate in Excel Discussion Forum. • Complete the reading assignment. • Complete SAM Word Tutorial Training. • Complete SAM Word Project Tutorials. • Submit SAM training report. • Complete Capstone Project Milestone #2
<p>4: Access</p>	<ul style="list-style-type: none"> • Define database, tables, records, fields, and other basic terminologies for database. • Create Tables in datasheet and design modes. • Import Data from Spreadsheet, text files, other database tables. • Create queries, forms, and reports. • Create relationships between tables. 	<p>There are a number of popular off-the-shelf and open source software packages available for both personal and professional/business applications. MS Access for Windows is a widely accepted database application used in small business, small government departments, and higher education. It is also much easier to operate or work with than many of the other major database systems. With Microsoft Access, the you will be better prepared to develop databases for their departments or small organizations. You will develop an understanding of database management and database relational operations, which will help them, function in modern Information Technology departments.</p> <p>Databases are organized through relations that help tie various information together. For example, customer data can be tied to order data to provide important historical information on what a customer has ordered previously to predict future buying trends. Order information can feed accounting and financial systems that ensure bills are paid and debts are collected. Specific information from various databases throughout an organization can now be collected into a Data Warehouse that can be used for analytic and multidimensional reporting. This data can then be used by Senior Management to make strategic business decisions to run and grow a business.</p> <p>Databases contain tables, tables contain records, records contain fields and queries ranging from simple to complex can be used to search for specific records within a table. Most websites present information to the end user by using a database query to select pertinent information for display. In this module you will learn how to create, manage, and search a database using Microsoft Access.</p>	<p>AC 1-225</p> <p>Activities</p> <ul style="list-style-type: none"> • Participate in Excel Discussion Forum. • Complete the reading assignment. • Complete SAM Word Tutorial Training. • Complete SAM Word Project Tutorials. • Submit SAM training report.

<p>5: PowerPoint</p>	<ul style="list-style-type: none"> • Create professional presentations. • Select and modify themes. • Insert and manipulate images. • Add speaker notes. • Use appropriate animation's and transitions. • Apply best practices for creating a professional presentation. • Create internal and external hyperlinks. 	<p>Presentation software has become instrumental in delivering messages in the corporate world to large gatherings. You will find presentation software used for presentations at vendor seminars, classes, business meetings and much more. MS PowerPoint for Windows is the de facto standard used by the vast majority of businesses, government organizations, and higher education. It is so widely accepted that employees are often told to create a PowerPoint when they want a computer presentation on a topic. A strong knowledge of PowerPoint is important for students to participate and excel in business and academic environments.</p> <p>PowerPoint can even be used to continually loop a presentation to be displayed detailing banquet room use at a hotel. A corporate office could use presentation software to automatically loop news and product information in their lobby for prospective clients. Physician offices could leverage an unattended presentation to automatically loop on a television screen with health information in their office waiting room.</p> <p>PowerPoint makes it easy to convey thoughts, ideas, or projects to an audience in a concise and easily understood form. Microsoft has added functionality in recent years to uncomplicated the process of using consistent themes, slide timing, transitions and backgrounds during a presentation. Microsoft PowerPoint allows users to create a presentation using pictures, graphics, sound, and video to enhance the understanding of a concept during a professional presentation.</p>	<p>PPT 1-132</p> <p>Activities</p> <ul style="list-style-type: none"> • Participate in PowerPoint Discussion Forum. • Complete the reading assignment. • Complete SAM Word Tutorial Training. • Complete SAM Word Project Tutorials. • Submit SAM training report. • Complete Capstone Project Milestone #3
<p>6: Integration & Productivity App</p>	<ul style="list-style-type: none"> • Differentiate between embedding and linking integration methods. • Embed an Excel chart in a Word document. • Edit an embedded Excel chart in a Word document • Link an Excel worksheet to a Word document. • Update a linked Excel worksheet. 	<p>It is important that students learn how to integrate the MS Office files that they create into applications. Application suites contain powerful applications that can be combined in an integrated fashion to support many different operations or projects within a business. This ability to integrate between application types is one reason that office suites have become so popular. The data can be dynamically linked or exchanged between the different applications within the suite.</p> <p>In addition, applications that don't support a dynamic integration of data will support the simple exchange of information through standard formats. For example, both text files and Excel spreadsheets can easily be imported into Access. Word can export data to various types of formats including data xml, txt, rtf and many others.</p> <p>The integration described in the previous paragraph has increased the power and abilities of the typical office worker or manager to perform what were previously tasks reserved for specialized resources. These types of application have both empowered employees and reduced the costs for outsourcing some of these activities. This module leverages the knowledge and applications covered in previous sessions to illustrate how they can be used develop business documents that help a business display trends or reach goals.</p>	<p>Supplemental Reading</p> <p>Activities</p> <p>Complete the reading assignment.</p> <ul style="list-style-type: none"> • Complete and submit the Word and Excel Integration assignment. • Catch up and complete all SAM Tutorial Trainings and Project Tutorials. • Submit SAM training report.

Assignment and Assessment

SAM Tutorial Trainings and Project Tutorials (300 Points)

Each week students are required to access SAM website and complete both "Tutorial Training" and "Project Tutorials." With SAM tutorials and project trainings, students will perform both self-paced and competencies-based learning.

Tutorial Training (150 points)

After completing the required readings in the textbook, students will go through the online SAM tutorial trainings outlined below.

- 01 – 03 Windows and File Management Training (30 points)
- 04 – 07 Word Training (30 points)
- 10 – 13 Excel Training (30 points)
- 16 – 19 Access Training (30 points)
- 22 – 23 PowerPoint Training (30 points)

You are required to submit your training completion report via Blackboard submission. The report should be in a PDF format. See Calendar of Activities for due dates.

Project Tutorial (150 points)

After completing the Training, students should continue to work on the Tutorial Project. The specific directions will be given to each project. Students will be required to download files from SAM Project Tutorials, save the working files, carefully read the instructions, complete, and submit the complete project file to SAM submission.

SAM system will automatically grade your work and provide you with specific feedback on how to improve your work. You may revise your work and re-submit it through SAM submission. You have up to five attempts and the highest score will be recorded.

To notify the Instructor that you have completed the Project Tutorial, go to Blackboard SAM Project Tutorial submission area, and use "Write Submission" to inform that your project is completed.

The Project Tutorials can be organized as follows:

- 08 – 09 Word Projects (50 points)
- 14 – 15 Excel Projects (50 points)
- 20 – 21 Access Projects (20 points)
- 24 – 25 PowerPoint (30 points)

See Calendar of Activities for the due dates.

Optional Project (Non-Graded Assignment)

The training project indicated as "Optional" is a non-graded assignment. Although these projects are not required, students are encouraged to complete them to challenge their knowledge and skills.

Capstone Projects (300 Points)

A capstone project is a multifaceted assignment that serves as a culminating academic and intellectual experience for students. Students will demonstrate their application of skills and knowledge that they have gained in this course. This capstone project can be broken down into three main milestones:

- **Milestone #1:** Develop a flyer and newsletter using Microsoft Word (100 points)
- **Milestone #2:** Develop a roster with financial report using Microsoft Excel (100 points)
- **Milestone #3:** Develop a self-narrated presentation using Microsoft PowerPoint (100 points)

See Calendar of Activities for the due dates.

All three milestone assignments are based on the given scenario. You will find more details about Milestone #1 in Module Word. More details about Milestone #2 and #3 will be given in Module Excel and PowerPoint respectively.

Milestone #1 Scenario

You are planning to form a new Student Club at Open Campus next semester. You are currently working on recruiting club members and advertising your club activities. You will be working on three projects in order to help you establish and run the club. Please read the following requirements for each milestone.

Flyer and Newsletter (Total 100 Points)

You will be designing and preparing a one-page flyer and a one-page club newsletter.

Part A - Flyer (50 points)

The purpose of the flyer is to inform other students about your club. The flyer will be handed out to students and posted on the college's bulletin boards. The one-page flyer must be creative and appealing to other students. The flyer should include these information:

- Name of the club.
- Mission statement/purposes.
- Why should other students join the club?
- How can they join the club?
- Some appropriate images/graphics must be incorporated.

Requirements

A preset template is not allowed. You should design the flyer from a "Blank" document. Please utilize all the features and be creative. Some of the features you may use are:

- Textbox
- Shapes
- Images and Clip arts
- Appropriate font color, size, and styles

Part B - Newsletter (50 points)

The purpose of the newsletter is to provide all the club members with news and upcoming events. You will create a one-page newsletter to communicate with the club members about your first club meeting. The newsletter should include the following information:

- Club officers and contact information
- Mission statements
- News
- Club activities or meeting time

Requirements

A preset template is not allowed. You should design the flyer from a "Blank" document. Please utilize all the features and be creative. Some of the features you may use are:

- Textbox
- Tables
- Shapes
- Page borders
- Images and Clip arts
- Appropriate font color, size, and styles

How to Submit Your Work

You may submit both flyer and newsletter together in one file or two different documents. Click the link "Capstone Project Assignment" in Blackboard to submit your work.

Milestone #2 Scenario

You are planning to form a new Student Club at Open Campus next semester. You are currently working on recruiting club members and advertising your club activities. You will be working on three projects in order to help you establish and run the club. Please read the following requirements for each milestone.

Student Roster and Financial Report (100 Points)

The purpose of this part of activity is to allow students create a basic financial report using Microsoft Excel and its basic functions. Students will think about what kind of expenses your club will be spending and create a basic pie chart to display all the expenses. **Be creative!**

Requirements

Please follow the steps below to complete this Milestone #2:

Student Roster Worksheet

- Download the "CapstoneProject_MileStone2_workignfile.xlsx"
- Go to "Student Roster" worksheet. You will see all the names of your club members.

- Type "25" to those students who were indicated as "Y" (Yes) to the Membership Paid column.
- Type "0" to those students who have not paid for the membership.
- Use appropriate formula to calculate the total membership fee that the club has been collected.
- Make sure that you format the "Amount Paid" column appropriately so that you can display "\$" inside the column. Hint: use "Accounting" format.
- Format this "Student Roster" sheet to look more professional and appealing. You may use any pre-load format styles. Use appropriate font and color.

Budget Planning Worksheet

- In the same working file, go to the next worksheet, "Budget Planning."
- Use appropriate formula to display the "Total Membership Fee" that you calculated from the "Student Roster" tab.
- Use appropriate formula to calculate the "Total Revenue."
- Think about some of items, events, and activities that you will plan to spend on the club. Then, type the amount of expenses next to the expense items.
- Use appropriate formula to display the "Total Expenses."
- Format this Budget Planning sheet to look professional and appealing.
- Create a pie chart to display all the expenses. Place the chart below the Budget Planning table.
- Save your work. Go to Blackboard, Course Content, and Excel Module to submit your file.

How to Submit Your Work

Click the link "Capstone Project Assignment" in Blackboard to submit your work.

Milestone #3 Scenario

You are given an opportunity to recruit new students to join your student club. You will have 5-7 minutes to present your club. You are responsible to develop 10 to 15 slides that include useful important information about the club:

- What is your club's mission?
- What kinds of activities/events will you be offering?
- How would you convince the students to join the club?

Self-Narrated Presentation (100 Points)

The purpose of this last Capstone Project Milestone #3 is to develop a self-narrated presentation using PowerPoint. The students are required to apply appropriate slide layouts, effective slide transitions, and relevant multimedia to the presentation.

Requirements

- Must be developed professionally, using appropriate text size, font color/style, images, animations, and/or transitions.
- Must use bullet points (not long paragraphs and sentences).
- Use "Speaker Note" section to write out your narration script.
- Must include 10-15 slides (including the title side).
- Must include at least 3 different Slide Layouts.
- May use your own theme. If a theme template is used, some customization should be made.
- Do not need to record the audio. Speaker note is sufficient.
- Be creative and consistent throughout the presentation.

How to Submit Your Work

Click the link "Capstone Project Assignment" in Blackboard to submit your work.

All the milestones will be graded by using the same rubric. See the Rubric section at the end of the syllabus for more details.

Capstone Project Rubric

Criteria	Levels of Achievement		
	Excellent	Satisfactory	Need Improvement
Quality of Product 30 points	27 to 30 points The product is original, contains all the required elements, and looks polished and professional. There are no typos and grammatical errors.	24 to 26 points The product contains all the required elements, and looks polished and professional. There are minor typos and grammatical errors. The	0 to 23 points The product is not original. The product does not contain all the required elements; does not look polished or professional.

	The content is appropriately developed.	content is appropriately developed.	There are several typos and grammatical errors. The content is insufficient or not appropriately developed.
Technicality 40 points	36 to 40 points Students successfully demonstrate the skills and knowledge learned in the class, as well as apply techniques appropriately. Students also utilize all the software application features appropriately.	32 to 35 points Students successfully demonstrate the skills and knowledge learned in the class, as well as apply techniques appropriately. Students also utilize some of the software application features.	0 to 31 points Students fail to demonstrate the skills and knowledge learned in the class and/or fail to apply techniques appropriately. Students do not utilize all the software application features appropriately.
Creativity 30 points	27 to 30 points Students demonstrate and apply their creativity to the product effectively. Students also successfully utilize available resources to develop a product in a creative way.	24 to 26 points Students demonstrate and apply their creativity to the product appropriately. Students somewhat utilize available resources to develop a product in a creative way.	0 to 23 points Students fail to demonstrate and/or apply their creativity to the product. Students do not utilize available resources to develop a product in a creative way.

Word and Excel Integration Assignment (100 Points)

Microsoft Word and Excel are the most frequently used in the business. It is very essential for the students to be able to operate and integrate these two software applications effectively. This assignment will help the students understand the different types of software integration. The instructions and working files are available in Module 6.

Requirements

- Must download the instructions and working files available in Blackboard, Module 6.
- Follow the instructions and complete the assignment.
- Submit **all working files** in Blackboard by clicking on the submission link, attaching the files, and clicking on the submit button.

See the Rubric section at the end of the syllabus for more details on how your work will be assessed.

Word and Excel Integration Assignment Rubric

Criteria	Levels of Achievement		
	Excellent	Satisfactory	Need Improvement
Submission 20 points	20 points All final working files are saved and submitted successfully.	1-10 points Some final working files are missing. They are not saved in correct format or submitted appropriately.	0 points No submission.
Accuracy 80 points	70 to 80 points Students successfully demonstrate the skills and knowledge of Word and Excel integration and follow the given instructions correctly. The final working files may contain only one to two mistakes.	40 to 69 points Students somewhat demonstrate the skills and knowledge of Word and Excel integration and follow the given instructions mostly. The final working files contain a few mistakes.	0 to 39 points No submission or students could not demonstrate the skills and knowledge of Word and Excel integration and/or did not follow the given instructions. The final working files contain several mistakes.

Discussion Forums

You will participate in 5 discussions. Each discussion is worth 10 points for a total of 50 points toward your final grade. Each Discussion Board consists of two parts: the presentation of your own thoughts in answering an open-ended question and response(s) to answers from your classmates. The links to the forums are located in the Course Content area.

Our discussions are an opportunity to have thoughtful discussions about a given topic. The questions raised will be general in nature and ask you to think deeply. In each discussion forum, you will be required to give a thoughtful and comprehensive response of at least five to eight sentences that are reflective and well-written, as well as respond to at least two other people. The discussion begins when other class members read what you wrote and respond.

Class members are expected to contribute original thoughts as well as respond to classmates' posts. In your responses, you will ask your classmates questions, expand on one of their ideas, ask for clarity on one of their points, and maybe even politely disagree and explain why.

Please note that you should complete all of the readings for the module prior to posting your discussion response. You are expected to post in correct sentence and paragraph format. Remember to check for correct spelling and grammar.

See the Rubric section at the end of the syllabus for more details.

Module: Forum	Discussion Prompts
1: Greetings and Introductions	<p>Please respond to the following questions/key points:</p> <ul style="list-style-type: none"> • Where you went to school, especially if it is local? • What's your Major field of study at FSCJ or future aspirations? • Your experience with Microsoft Office Applications (Word, Excel, Access, and PowerPoint). • Share your personal information that you feel comfortable sharing, such as favorite hobbies or activities. <p>After you post your initial post, reply to two or more of your classmates' postings. See the Discussion Rubric for additional information and grading criteria.</p>
2: Word Discussion	<p>What new Word features, functions, or capabilities did you learn while completing the Word reading and training assignments that you would want to share with friends, family, or co-workers?</p> <p>Be sure not to repeat the features/functions that have already mentioned in the discussion. Also, please explain why you feel that they are important or fun to know/use.</p> <p>After you post your initial post, reply to two or more of your classmates' postings. See the Discussion Rubric for additional information and grading criteria.</p>
3: Excel Discussion	<p>After completing the reading and training assignments, answer the following questions:</p> <ul style="list-style-type: none"> • Do you feel more comfortable using the spreadsheet functions and formulas? • What are your favorite functions/formulas? • How would you apply the Excel features and capabilities that you have learned to the near future? <p>Be sure not to repeat the formulas/functions that have already mentioned in the discussion.</p> <p>After you post your initial post, reply to two or more of your classmates' postings. See the Discussion Rubric for additional information and grading criteria.</p>
4: Access Discussion	<p>After completing the reading and training assignments, answer the following questions:</p> <ul style="list-style-type: none"> • How would this knowledge benefit you as a future employee, student, small business owner, or personal user? • Do you feel that a knowledge of Access, or other database management application, is important to be successful in the business community? Be sure to thoroughly explain your answers. <p>After you post your initial post, reply to two or more of your classmates' postings. See the Discussion Rubric for additional information and grading criteria.</p>
5: PowerPoint Discussion	<p>In addition to learn how to successfully create a presentation using PowerPoint, the students should be able to apply basic graphic design principles and best practices for conducting a professional presentation.</p> <ul style="list-style-type: none"> • Research and share 3 interesting tips/best practices for designing, developing, and/or conducting a professional presentation. • Explain why these tips/best practices interest you. • Cite the sources. <p>Be sure not to repeat the tips/best practices that have already mentioned in the discussion.</p>

After you post your initial post, reply to two or more of your classmates' postings. See the Discussion Rubric for additional information and grading criteria.

Discussion Rubric

Criteria	Levels of Achievement		
	Excellent	Satisfactory	Need Improvement
Quality of Initial Post	3 points Posting contains well-developed ideas and reflections connected to the question, stimulates discussion.	1 to 2 points Posting contains ideas and reflections connected to the question.	0 points Posting contain poorly developed ideas unconnected to the questions.
Quality of Response Postings	3 points Responses are highly reflective, insightful and add to the discussion in a meaningful way moving it forward.	1 to 2 points Responses are fairly reflective or insightful but do not significantly add to the discussion in a meaningful way.	0 points Responses are not reflective or insightful, but don't add to the discussion.
Timeliness of Postings	2 points Post early in the time allotted for discussion	1 point Posts during the time allotted for the discussion	0 points Does not post during the time allotted for the discussion
Spelling and Grammar	2 points Posting contains no spelling or grammatical errors.	1 point Posting contains a few spelling or grammatical errors.	0 points Posting contains numerous errors in grammar, mechanics, and/or spelling.

Quiz (200 Points)

Students will take 4 quizzes covering the material presented in the textbook. Each quiz is worth up to a total of 50 points toward the final grade. The quiz consists of multiple-choice and true/false questions. Students will take the quiz in Blackboard. See the detail for each quiz below.

Quiz #1, #2, #3, and #4 (50 Points Each):

Item	Detail
Module: Module 2, 3, 4, and 5	Quiz #1 is available in Module 2 Word Quiz #2 is available in Module 3 Excel Quiz #3 is available in Module 4 Access Quiz #4 is available in Module 5 PowerPoint
# Questions @ points each: 50 @1 point	Each quiz consists of 50 questions. Each question is worth 1 point. The total possible point for each exam is 50 points.
Question format(s): M/C and T/F	
Time limit: 90 minutes	
# Attempts: 2 (with the highest score displayed)	The default setting allows 2 attempts for each quiz. The Instructor may change the number of attempts, as needed.
Grade Center score: 50 each	The possible total points for all the quizzes are 200 points

COURSE IMPLEMENTATION

Session Lengths

The plan suggests how the course can be implemented in 8, 12, and 16 weeks. For example, some of module topics can be taught longer than one week. Or, two module topics can be combined and taught within a week.

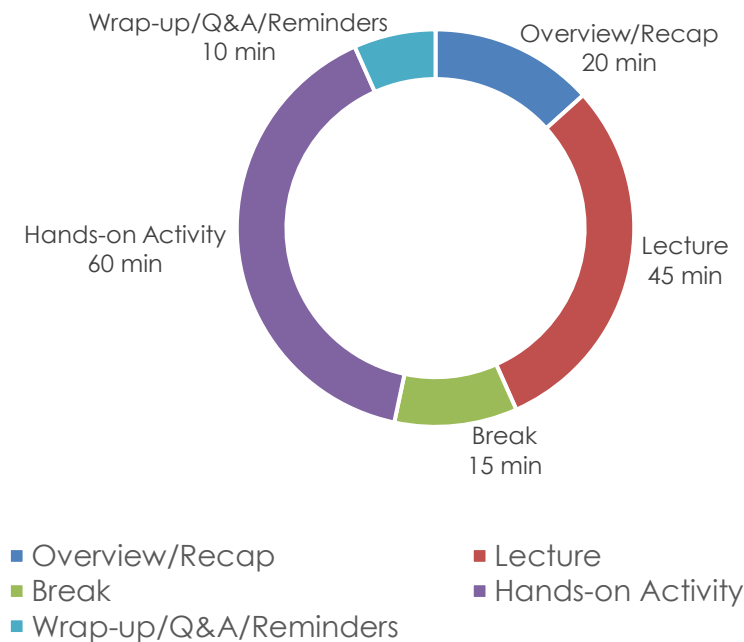
Week #			Module Topics
8	12	16	
1	1-2	1-2	1 – Introductory Concepts
2-3	3-4	3-6	2 – Word
4-5	5-6	7-9	3 – Excel
6	7-8	10-11	4 – Access
7	9-10	12-14	5 – PowerPoint
8	11-12	15-16	6 – Integration & Productivity App

Hybrid Format

Hybrid courses combine traditional, face-to-face class time with online learning activities. This enables instructors to take advantage of the “best of both worlds.”

The figure below shows an example of the lesson plan for an in-class session (150 minutes).

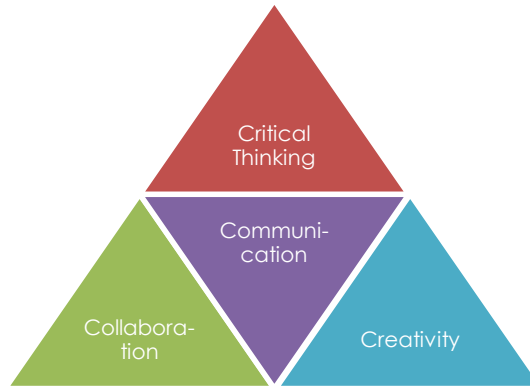
150-Minute In-Class Session



Example of Lesson Plan (5:30PM – 8:00PM)

- 5:30 – 5:40 Week #1 Re-cap
- 5:41 – 5:45 Icebreaker
- 5:46 – 5:50 Week #2 Overview
- 5:51 – 6:35 Writing Styles & Design Principles; Hands-on Tutorials (Managing Files & Word Part I)
- 6:36 – 6:50 Break
- 6:51 – 7:50 In-Class Activities
- 7:51 – 8:00 Wrap-up and Reminders

If this course is implemented in a hybrid format, consider including the face-to-face activities during the in-class sessions. In order to promote learner-centered approach, you should ensure that the selected activities are support the 4-C's: Critical Thinking, Communication, Collaboration, and Creativity.



The suggested activities for both in-class and online are shown in the table below.

Module	Face-To-Face Activities	Online Activities
1: Introductory Concepts	Lesson Plan <ul style="list-style-type: none"> • Get started with Blackboard classroom and SAM • Complete SAM registration • Review course syllabus • Submit student contract • Access SAM training • Access FSCJ Email and Internet • Create and manage a folder 	<ul style="list-style-type: none"> • Start SAM trainings • Participate discussion
2: Word	Lesson Plan <ul style="list-style-type: none"> • Create and edit a document • Write a business letter and format a flyer • Edit an academic document according to MLA/APA style • Create tables and a multipage report • Enhance page layout and design • Create a newsletter APA Style Activity <ul style="list-style-type: none"> • Go to: http://www.lib.usm.edu/legacy/tutorials/apatutorial/quiz.php?type=pre • Complete the quiz. • Type your name and email address. • Type instructor's email. • Type the name of college – FSCJ. • Check your email to view the result. In-Class Activity #1: Create a Flyer <ol style="list-style-type: none"> 1. Form a group of two students (brainstorm together, but work individually) 2. Create a flyer: <ul style="list-style-type: none"> • Your group is forming a student club. • Each of you are working on a flyer to tell other students about your club. • It will be posted on college's bulletin boards and also distributed to students at each campus. • The flyer should include: <ul style="list-style-type: none"> ○ Mission statement/purposes ○ Why should they join your club? 	<ul style="list-style-type: none"> • Complete SAM trainings • Participate discussion • Quiz #1 • Work on Capstone project

	<ul style="list-style-type: none"> o How can they join the club? o Some appropriate images/graphics <ol style="list-style-type: none"> 3. Share your flyer by posting it on the Blackboard 4. Submit your individual work via Blackboard submission link <p>In-Class Activity #2: Create a Flyer Club Newsletter:</p> <ol style="list-style-type: none"> 1. Without using a pre-loaded template, design and create your first club newsletter that will be handed off or sent via email to all the club members. 2. Create one-page newsletter providing appropriate news content, images, layout, color, font, etc. <ul style="list-style-type: none"> • For the first club newsletter, think about what kind of information that your club members want to read or need. <ul style="list-style-type: none"> o Club officers and contact information o Mission statements o News o Club activities or meeting time 3. Upload to the same submission link in Module 2. 	
<p>3: Excel</p>	<p>Lesson Plan</p> <ul style="list-style-type: none"> • Add/copy a workbook • Add text and data to cell • Format cells • Borders and alignment • Explore and create different types of charts • Work with chart elements • Compute basic calculations <ul style="list-style-type: none"> o Average o Sum o Countif o CountA o Max o Min <p>In-Class Activity 1: SAM Project 1</p> <ul style="list-style-type: none"> • Excel Training – Project 1: Spring Software (available in the SAM website). <p>In-Class Activity 2: Executive Summary</p> <ul style="list-style-type: none"> • Create an executive summary using basic Excel functions. 	<ul style="list-style-type: none"> • Complete SAM trainings • Participate discussion • Quiz #2 • Work on Capstone project
<p>4: Access</p>	<p>Lesson Plan</p> <ul style="list-style-type: none"> • Get started with Access • Create and manage tables and database • Create a simple query, form, and report • Add and modify records • Define and build table relationships • Update a database • Create and run queries • Define record selection criteria for queries • Create forms and reports <p>Learning Activities</p> <ul style="list-style-type: none"> • Watch video tutorials <p>In-Class Activity #1: SAM Project 1</p> <ul style="list-style-type: none"> • Available in the SAM website <p>In-Class Activity #2: SAM Project 2</p> <ul style="list-style-type: none"> • Available in the SAM website 	<ul style="list-style-type: none"> • Complete SAM trainings • Participate discussion • Quiz #3 • Work on Capstone project

<p>5: PowerPoint</p>	<p>Lesson Plan</p> <ul style="list-style-type: none"> • Create, save and edit a presentation • Add new slides • Add text and speaker notes • Insert and format multimedia • Create and format tables • Apply themes • Customize themes • Apply transitions • Export the presentation in different formats • Apply graphic design principles and professional presentation best practices <p>In-Class Activity</p> <ul style="list-style-type: none"> • Create a 5-7 slide presentation that summarizes tips for designing a professional presentation. • Must incorporate some of examples demonstrating the tips. • Apply appropriate transitions and graphics. • Use your own theme. • Share your work in Discussion. • Upload your work to Blackboard. 	<ul style="list-style-type: none"> • Complete SAM trainings • Participate discussion • Quiz #4 • Work on Capstone project
<p>6: Integration & Productivity App</p>	<p>Lesson Plan</p> <ul style="list-style-type: none"> • Explain methods of integration • Compare and contrast embedding and linking methods • Link Excel worksheet data to Word • Embed a chart to a Word document • Explore some of the Productivity Apps (OneNote and Sway) <p>In-Class Activity</p> <ul style="list-style-type: none"> • Follow the given instructions and use the provided working files. • Create a report that requires the data integration from a spreadsheet. • Submit the work on Blackboard. 	<ul style="list-style-type: none"> • Complete SAM trainings • Complete Capstone project • Complete the Word and Excel integration assignment