Course Name: Computer Applications | FVTC	

Course Overview:

Course Materials/Resources/Technology:
GO! with Microsoft Office 365, 2019 Edition Introductory 1st Edition by Gaskin, Vargas, Geoghan, Graviett Access code

UNIT 1: Word

Duration of Unit:
4 Weeks

Description of Unit:
In using Microsoft Word you will be able to perform basic processing tasks, such as writing a memo, a report, a letter, a resume, a research paper, or a multiple-column newsletter. In this unit you will insert and format objects to improve the appearance of your documents, insert and format tables for various purposes, edit and format documents, and create mailing labels.

Academic Vocabulary:
➔

Materials/Resources/Technology:
➔ **Textbook:** GO! With Microsoft Office
➔ Microsoft Office Suite
➔ Blackboard documents with templates and data for projects

FVTC Course Competencies:
1. Create a document

Textbook Chapters	Learning Targets
Word Chapter 1	➔ **Creating Documents with Microsoft Word**

Word Chapter 2
Word Chapter 3
	◆ Create a new document and insert text
	◆ Insert and format graphics
	◆ Insert and modify text boxes and shapes
	◆ Preview and print a document
	◆ Change document and paragraph layout
	◆ Create and modify lists
	◆ Set and modify tab stops
	◆ Insert and format a SmartArt graphic and an icon
	→ Creating Cover Letters and Using Tables to Create Resumes
	  ◆ Create a table for a resume
	  ◆ Format a table
	  ◆ Present a Word document online
	  ◆ Create a letterhead for a Cover Letter
	  ◆ Create a cover letter and correct and reorganize text
	  ◆ Use the Word Editor to check your document
	  ◆ Print an envelope, change a style set, create a Word template, and use learning tools
	→ Creating Research Papers, Newsletters, and Merged Mailing Labels
	  ◆ Create a research paper
	  ◆ Insert footnotes in a research paper
	  ◆ Create citations and a bibliography in a research paper
	  ◆ Used Read Mode, PDF Reflow, and save documents in alternate formats
	  ◆ Format a multiple-column newsletter
	  ◆ Use special character and paragraph formatting
	  ◆ Create mailing labels using mail merge

Common Formative and Summative Assessments

- Project 1A Flyer
- Project 1B Information Handout
- Project 2A Resume
- Project 2B Cover Letter and Envelope
- Project 3A Research Paper
- Project 3B Newsletter with Optional Mailing Labels
- Word Capstone Project

UNIT 2: Outlook

Duration of Unit:
1 Week

Description of Unit:
Microsoft Outlook is a personal manager through Microsoft. It includes email, calendar, tasks, contacts, and more. In this unit, we focus on email, structuring emails, and calendar management. Outlook is a great took to help you stay organized on the job.

Academic Vocabulary:
➔

Materials/Resources/Technology:
➔ **Textbook:** GO! With Microsoft Office
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FVTC Course Competencies:
1. Explore email management

Textbook Chapters	Learning Targets

Common Formative and Summative Assessments

- **Outlook Quiz**
- **Email to Instructor**

UNIT 3: Excel

Duration of Unit:
4 Weeks

Description of Unit:

You will use Microsoft Excel to create and analyze data organized into columns and rows, in what is known as a worksheet. You will learn to perform calculations that help you make logical decisions, visualize data in a way that is meaningful, format cells and tables in a visually appealing way, and create charts/graphs.

Academic Vocabulary:
- ➔

Materials/Resources/Technology:
- ➔ **Textbook:** GO! With Microsoft Office
- ➔ Microsoft Office Suite
- ➔ Blackboard documents with templates and data for projects

FVTC Course Competencies:
1. Create a workbook

Textbook Chapters	Learning Targets

Excel Chapter 1
Excel Chapter 2
Excel Chapter 3
	➔ **Creating a Worksheet and Charting Data**
	  ◆ **Create, save, and navigate an Excel workbook**
	  ◆ **Enter data in a worksheet**
	  ◆ **Construct and copy formulas and use the SUM function**
	  ◆ **Format cells with merge & center, cell styles, and themes**
	  ◆ **Chart data to create a column chart and insert sparklines**
	  ◆ **Print a worksheet, display formulas, and close Excel**
	  ◆ **Check spelling in a worksheet**
	  ◆ **Enter data by range**
	  ◆ **Construct formulas for mathematical operations**
	  ◆ **Edit values in a worksheet**
	  ◆ **Format a worksheet**
	➔ **Using Functions, Creating Tables, and Managing Large Workbooks**
	  ◆ **Use Flash Fill and the SUM, AVERAGE, MEDIAN, MIN, and MAX functions**
	  ◆ **Move data, resolve error messages, and rotate text**
	  ◆ **Use COUNTIF and IF functions and apply conditional formatting**
	  ◆ **Use date & time functions and freeze panes**
	  ◆ **Create, sort, and filter Excel table**
	  ◆ **View, format, and print a large worksheet**
	  ◆ **Navigate a workbook and rename worksheets**
	  ◆ **Enter dates, clear contents, and clear formats**

	◆ Copy and paste by using Paste Options gallery
	◆ Edit and format multiple worksheets at the same time
	◆ Create a summary sheet with column sparklines
	◆ Format and print multiple worksheets in a workbook
	➔ Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tool
	◆ Chart data with a pie chart
	◆ Format a pie chart
	◆ Edit a workbook and update a chart
	◆ Use Goal Seek to perform What-If analysis
	◆ Design a worksheet for What-If analysis
	◆ Answer What-If questions by changing values in a worksheet
	◆ Chart data with a line graph
	◆ Create a map chart and funnel chart

Common Formative and Summative Assessments

- Project 1A Sales Report with Embedded COlumn Chart and Sparklines
- Project 1B Inventory Valuation
- Project 2A Inventory Status Report
- Project 2B Weekly Sales Summary
- Project 3A Enterprise Fund Pie Chart
- Project 3B Tourism Spending Projection and Analysis
- Excel Capstone Project

UNIT 4: PowerPoint

Duration of Unit:
4 Weeks

Description of Unit:
Using Microsoft PowerPoint will allow you to effectively communicate clearly and concisely while giving presentations. You will learn to perform basic skills like adding content, pictures, and add themes to slides. We will also go over basic presentation best practices regarding color choice, layout, and contrast to enhance your presentation. Lastly, we will cover animation and inserting tables/charts to enhance presentations.

Academic Vocabulary:
➔

Materials/Resources/Technology:

Materials/Resources/Technology:
- ➔ **Textbook:** GO! With Microsoft Office
- ➔ Microsoft Office Suite
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FVTC Course Competencies:
1. Create a presentation
2. Produce a professional business project across multiple platforms

Textbook Chapters	Learning Targets
PowerPoint Chapter 1 **PowerPoint Chapter 2** **PowerPoint Chapter 3**	➔ **Getting Started with Microsoft PowerPoint** ◆ **Create a new presentation** ◆ **Edit a presentation in Normal View** ◆ **Add pictures to a presentation** ◆ **Print and view a presentation** ◆ **Edit and existing presentation** ◆ **Format a presentation** ◆ **Use slide sorter view** ◆ **Apply slide transitions** ➔ **Formatting PowerPoint Presentations** ◆ **Format numbered and bulleted lists** ◆ **Insert online pictures** ◆ **Insert text boxes and shapes** ◆ **Format objects** ◆ **Remove picture backgrounds and insert WordArt** ◆ **Create and format a SmartArt graphic** ◆ **Insert a 3D object** ➔ **Enhancing a Presentation with Animation, Video, Tables, and Charts** ◆ **Customize slide backgrounds and themes** ◆ **Animate a slide show** ◆ **Insert a video** ◆ **Create and modify tables** ◆ **Create and modify charts**

Common Formative and Summative Assessments

- ● **Project 1A Student Advising Database with Two Tables**
- ● **Project 1B Student Workshops Database**

- **Project 2A Instructors and Courses**
- **Project 2B Athletic Scholarships Database**
- **Project 3A Students and Majors Database**
- **Project 3B Job Openings Database**
- **PowerPoint Capstone Project**

UNIT 5: Using all Programs Cohesively

Duration of Unit:
2 Weeks

Description of Unit:
In this unit, we will create a final project that integrates the programs we learned about throughout the semester.

Academic Vocabulary:
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Materials/Resources/Technology:
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➔ Microsoft Office Suite
➔ Blackboard documents with templates and data for projects

FVTC Course Competencies:
1. Create a document
2. Create a workbook
3. Create a presentation
4. Produce a professional business project across multiple platforms

Textbook Chapters	Learning Targets
	➔

Common Formative and Summative Assessments

- **Integrated Capstone Project**