Purpose of This Guide

This course guide provides:

- A course description
- Ways to get help
- An explanation of the Computer Applications course framework
- Suggested course planning
- Estimated curriculum hours for every module in the course template

Computer Applications - Office

The **Computer Applications** course template is designed to help students learn basic computer application skills needed for success in their academic and, eventually, professional careers. This course is geared towards students with some computer experience who need to expand their skills with Microsoft Office Applications.

Students learn through a variety of multimedia eLearning lessons and hands-on projects. This course is generally designed for students in 6th through 8th grades but can be modified for younger or older students.

Course content has been designed to support educational standards from many states as well as the Common Core State Standards.

This is not a certification test preparation course, but it does supply a solid foundation for students interested in pursuing Microsoft Certifications in advanced courses.

This course can be combined with content from other AES courses, depending on the number of class hours available.

For example, some teachers include content from our Introduction to Business course template, including Marketing, Accounting, Management, Economics, Business Law, and Entrepreneurship. Others include content from the Digital Literacy and Career Readiness template.

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Getting Help

An important aspect to your success is getting the proper support when you need it. Applied Educational Systems has over 30 years of experience providing classroom resources to teachers and students. Throughout this time, we have taken great pride in our top-notch customer service. We can help you get start and be successful in several ways:

- **AES Learning Center** – The AES Learning Center is a library of resources to help you save time in your classroom and use AES in the way that best suits you and your students. The library is easy to search and is frequently updated.
- **AES Support** – Use our live chat, email, or telephone support if you have questions.
- **AES Educator Community on Facebook** – The AES Educator Community is a place for AES users to ask questions, discuss teaching strategies, share resources and support each other. If you want to collaborate with other AES teachers, this is the place for you!
- **Email Newsletter** – We have a newsletter for all AES Customers to help keep you informed about updates.

Course Framework

The core content for this course has three levels of modules for each of the main Microsoft Office applications (Word, Excel, and PowerPoint). These levels are described below.

- **Essentials** – Essentials modules are for students with no or very little experience in main Microsoft Office applications. Students learn the essential skills needed to get started with each application by watching multimedia presentations and completing short application assignments. At the end of each Essentials module students can work on a Reinforce project which strengthens concepts learned in the module. These projects are more challenging because very little step-by-step instructions are given to the student. After finishing the Essentials modules, students will be ready to work on the Fundamentals modules.
- **Fundamentals** – In the Fundamentals modules, students learn more features about each of the main applications by watching multimedia presentations and completing assignments. Like the Essentials modules, a Reinforce project is provided at the end of each module. After completing the Fundamentals modules, students should be able to create documents and demonstrate basic skills in each of the primary applications.
- **Skills Projects** – During these modules, students spend several class periods working through real-life scenario projects. These projects reinforce existing skills, as well as introduce new skills. In each project, students start from a blank document and create a solution to the problem. This may include gathering information and creating several revisions of their work.

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The course has additional content in the following areas:

- **Getting Started with Microsoft Office** – This module gives students an overview of each Microsoft Office application. Students will practice opening and downloading files, saving files, and exploring the Microsoft Help system. This module should be completed prior to starting the Essentials modules.

- **Other Applications** – Additional modules introduce students to Access and Publisher by having them watch multimedia presentations and complete short application assignments.

- **Integration Project** – This module provides the opportunity for students to learn different ways to share information between Office applications, such as linking and embedding data.

- **Business Projects** – These modules are like the Skills Projects in that students spend several class periods working through a problem based on a real-life scenario. However, these projects have a distinctive business orientation. Students are introduced to basic business and accounting concepts, such as profit and loss and income statements.

Required Teacher Planning

We provide a **Course Introduction Presentation** (PowerPoint format) in the Catalog. This presentation will help you explain classroom rules and expectations to students.

Download the presentation and make changes based on your own classroom rules. The slides in the presentation will walk you through the planning decisions you need to make and the information you need to share with students.

- Set classroom rules
- How to store student work
- How to grade assignments
- Select content for students
- Preparation required for each module

Customizing for Your Students

Every classroom is unique. It's impossible to create a course that meets the needs of every student in every class. However, we believe that students have the best opportunity for success when teachers assess their needs and customize the course to meet those needs. There are many ways to adjust the course to meet the needs of your students. We are listing a few of those ideas below.

- **Essentials/Fundamentals Only** – Some teachers choose to use our Essentials and Fundamental modules without the project units. This is often done when computer applications are taught as part of a larger course, such as Keyboarding or Introduction to Business.

- **Reinforce and Skills Projects Only** – Some teachers choose to have students, with some Office experience, only do the Reinforce projects in the Fundamentals module and the Skills

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Projects. The actual lessons in the Fundamentals modules would then be optional for students that need extra help.

- **Lesson Challenge** – Most of the lessons in the Fundamentals modules have Challenges at the end of the lessons. You can have students skip the challenge slide(s) to shorten the lesson.

- **Retake Quizzes** – The system has the capability to let students take quizzes more than once. Some teachers choose to reset individual quizzes for students to retake. Other teachers let students retake quizzes on their own.

- **Teacher Presentations & Projects** – This system is designed to assist teachers. You should assign your "old favorite" projects to students to supplement the material provided by AES. Students may need additional help/demonstration/lecture on some of the more complicated skills.

- **Google Applications** – Today's students need to know more than just Microsoft Office. Consider mixing in a few of the Google Application Fundamentals projects with your Microsoft Curriculum to help students prepare for the modern workplace.

Curriculum Hours

NOTE:

1. A "curriculum hour" is equal to approximately 45-50 minutes.
2. Your times may vary depending on the age and experience of the learner.
3. Learn & Practice hours include 1 curriculum hour of eLearning per unit and 1 curriculum hour for the Module Test, unless otherwise noted.
4. The times listed are for non-customized modules.
5. The information below is for the following versions of Office: 2016, 2019, or 365.

** = Does not include a Module Test*

Module Description	Learn & Practice Hours	Reinforce Project Hours
Getting Started with Microsoft Office This module provides an overview of the purposes and uses of each Microsoft Office application. Students will practice opening and downloading applications, saving files, and explore the Microsoft Help system.	5	--
Word 1: Essentials This module introduces the essentials of Microsoft Word, including opening and saving files, entering, and formatting text, and using editing and review tools.	4	2 – Getting an Autograph
Word 2: Fundamentals This module provides a more in-depth look at Microsoft Word, including how to format lists, paragraphs, and documents; create tables; and format and cite sources using MLA guidelines.	5	4 – Who is This Person

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Module Description	Learn & Practice Hours	Reinforce Project Hours
Word Skills Project This module provides students the opportunity to create a Microsoft Word document based on a topic they choose as they research, draft, and revise their documents. Then they can peer review and organize their document using lists and tables, and enhance it using text boxes and shapes. A final edit is done before the document is prepared and published as a PDF.	7	1 – Project Enhancements
Word Business Project This module provides students with the experience of creating a Job Description booklet for part-time employees at a movie theater in Microsoft Word	3.5*	--
Excel 1: Essentials This module provides an overview of the essentials of Microsoft Excel, including rows and columns, selecting cells, entering formulas and functions, and formatting data and text.	5.5	2 – Show Me the Money
Excel 2: Fundamentals This module provides more Microsoft Excel activities, including relative and absolute cell references, formulas, functions, sorting, filtering, and spreadsheet formatting.	8	3 – Age is Only a Number 2 – Using an Excel Template
Excel Skills Project This module provides a deeper understanding of Microsoft Excel as students complete several hands-on activities based around a scenario of helping a local sports club determine profits for their food stands.	7	1.5 – Loan Calculation and Analysis
Excel Business Project This module provides students the opportunity to take on the role of an intern at a movie theater and update a Microsoft Excel spreadsheet to present financial income data for a meeting.	5*	--
PowerPoint 1: Essentials This module provides an overview of Microsoft PowerPoint essentials: themes, templates, and adding and inserting a variety of items into a presentation.	5	2 – Making a Trading Card
PowerPoint 2: Fundamentals This module provides an overview of Microsoft PowerPoint fundamentals, including creating effective presentations that are interesting, engaging, and functional.	7	2 – Show and Tell
PowerPoint Skills Project This module provides students with the opportunity to create a Microsoft PowerPoint presentation from scratch. Students select a topic, define their objectives and start building a presentation, following a defined process for planning, and creating presentations.	8	3 – Project Enhancements
PowerPoint Business Project	4*	--

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Module Description	Learn & Practice Hours	Reinforce Project Hours
This module provides students with the opportunity to assume the role of an intern at a movie theater as they create a presentation in Microsoft PowerPoint to be shown prior to the start of movies.		
Access Fundamentals This module provides an overview of database theory as students gain practical experience with Microsoft Access.	4	--
Publisher Fundamentals This module provides an overview of the fundamentals of Microsoft Publisher through the creation of a number of desktop publishing documents.	4	--
Integration Skills Project This module provides the opportunity for students to learn about different ways to share information between Office applications, such as linking and embedding.	5*	--

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