Providence Extension Program
Computers • 2016-2017
Class times • R 2-3pm

J. Arnold

JPeriod@msn.com•(904) 994-5041•JPeriod.weebly.com
Office hours: M/T/R 4-7pm; F 8-9am

Textbook
None

Materials Needed
Laptop computer (PC or Mac) with recent edition of Microsoft Office (Word, Excel, and PowerPoint); recommended "thumb" USB drive of any capacity.

Prerequisites
None

Course description
It is becoming increasingly important in today's culture to have a working knowledge of basic computer skills. More specifically, the ability to create effective documents, brochures, spreadsheets, presentations, etc. is an integral part of high school, college, and workplace expectations. This course will focus very specifically on the Microsoft Office Suite: Word, Excel, and PowerPoint, to be exact. The goals include imparting students with an extensive familiarity with these programs, allowing them to demonstrate mastery of the course content, and also challenging them to use what they learn in creative, original, and professional fashion. Functional design, audience appeal, and simplicity (where desired) will also be emphasized.

Grading Scale and Weights
Pass/fail only. See more under "Homework".

Other information
Please make use of the above contact methods for help with homework during the week (including weekends). If you call and there is no answer, please leave a message. Do NOT send texts or contact me via Engrade, please. Whether you send an email or leave a voicemail, please remember that I am teaching all day each weekday, so I might not get to respond immediately.

Class Time
The co-op classes will be as scheduled according to PEP. The majority of class time will consist of the instructor demonstrating (on a projected screen) the functions and methods to be learned for the week. Students are required to bring their own laptop (no sharing) to each class. They should have a recent version of Microsoft Office. Students are expected to be in class on time with the appropriate materials.

Homework
Each quarter will focus on a different Office program. The first quarter will cover Microsoft Word, the second Microsoft Excel, the third Microsoft PowerPoint, and the fourth quarter will focus on integration of the three programs. Projects (at least one, but possibly more) will be assigned, to be turned in as specified in class. These are to be completed at home, but since each project will span several weeks, troubleshooting and examples will be worked through during class. As this is a pass/fail course, letter grades will not be administered. Students will receive either a "Pass" or "Fail" each quarter, based on the project(s) assigned during that grading period, as well as class participation. Projects deadlines, therefore, are non-negotiable.

Quarter	Week #	Day	Date	Computer
1	1	Thursday	8/25/16	Word
	2	Thursday	9/1/16	Word
	3	Thursday	9/8/16	Word
	4	Thursday	9/15/16	Word
	5	Thursday	9/22/16	Word
	6	Thursday	9/29/16	Word
	7	Thursday	10/6/16	Word
	8	Thursday	10/13/16	Word Project Due
2	9	Thursday	10/20/16	Excel
	10	Thursday	10/27/16	Excel
	11	Thursday	11/3/16	Excel
	12	Thursday	11/10/16	Excel
	13	Thursday	11/17/16	Excel
		Thursday	11/24/16	Thanksgiving Break
	14	Thursday	12/1/16	Excel
	15	Thursday	12/8/16	Excel
	16	Thursday	12/15/16	Excel Project Due
		Thursday	12/22/16-1/5/17	Christmas Break
3	17	Thursday	1/12/17	PowerPoint
	18	Thursday	1/19/17	PowerPoint
	19	Thursday	1/26/17	PowerPoint
	20	Thursday	2/2/17	PowerPoint
	21	Thursday	2/9/17	PowerPoint
	22	Thursday	2/16/17	PowerPoint
	23	Thursday	2/23/17	PowerPoint
	24	Thursday	3/2/17	PowerPoint Project Due
		Thursday	3/9/17-3/1/17	Spring Break
4	25	Thursday	3/23/17	Integrated Office and Presentation Skills
	26	Thursday	3/30/17	Integrated Office and Presentation Skills
	27	Thursday	4/6/17	Integrated Office and Presentation Skills
	28	Thursday	4/13/17	Integrated Office and Presentation Skills
	29	Thursday	4/20/17	Integrated Office and Presentation Skills
	30	Thursday	4/27/17	Integrated Office and Presentation Skills
	31	Thursday	5/4/17	Integrated Office and Presentation Skills
	32	Thursday	5/11/17	Final Project Due

Please be advised that this is a tentative schedule. Due dates on EngradePro should be considered the final authority in regards to pacing. Some chapters or lessons may be omitted as necessary if the class gets behind schedule.