



SPRING 2009 (February 2 to June 11, 2009)



# VESL / Business / Computer Applications

Lecture Schedule: Mondays–Thursdays, 8:30 a.m. & 10:30 a.m.

<u>Week/Date</u>	<u>Learning Topics</u> Mondays & Wednesdays	<u>Learning Topics</u> Tuesdays & Thursdays
<b>Week 1</b> 2/2 - 2/6/09	<b>Intro to MS Office Word 2003</b>	<b>Intermediate &amp; Advanced MS Office Word 2003</b>
<b>Week 2</b> 2/9 - 2/13/09 <i>No School on 2/13</i>	<ul style="list-style-type: none"> <li>✓ Creating &amp; editing business letters</li> <li>✓ Creating a memo and press release</li> </ul>	<ul style="list-style-type: none"> <li>✓ Working with desktop publishing</li> <li>✓ Creating a newsletter</li> </ul>
<b>Week 3</b> 2/16 - 2/20/09 <i>No School on 2/16</i>	<ul style="list-style-type: none"> <li>✓ Creating a simple report</li> <li>✓ Margins and lists</li> </ul>	<ul style="list-style-type: none"> <li>✓ Organizing long documents</li> <li>✓ Creating an employee policy manual</li> </ul>
<b>Week 4</b> 2/23 - 2/27/09	<ul style="list-style-type: none"> <li>✓ Creating a flyer</li> <li>✓ Working with table</li> </ul>	<ul style="list-style-type: none"> <li>✓ Creating a research paper</li> <li>✓ Working with advanced tables</li> </ul>
<b>Week 5</b> 3/2 - 3/6/09	<b><u>Concepts to Learn</u></b>	<ul style="list-style-type: none"> <li>✓ Using macros, forms, and templates</li> <li>✓ Using mail merge</li> </ul>
<b>Week 6</b> 3/9 - 3/13/09	<ul style="list-style-type: none"> <li>○ <i>Basic components of a business letter, of a memo, and of a report</i></li> <li>○ <i>How to save, open, print, edit or modify and format a Word document</i></li> </ul>	<b><u>MS Word Projects</u></b>
<b>Week 7</b> 3/16 - 3/20/09	<ul style="list-style-type: none"> <li>○ <i>How to set tab stops, to create bulleted and numbered lists</i></li> </ul>	
<b>Week 8</b> 3/23 - 3/27/09	<ul style="list-style-type: none"> <li>○ <i>How to adjust the page setup settings</i></li> <li>○ <i>How to find and insert a clip art</i></li> </ul>	
<b>Week 9</b> 3/30 - 4/3/09 <i>No school for the week of 4/6 - 4/11/09</i>	<ul style="list-style-type: none"> <li>○ <i>How to use Word table to create a resume</i></li> </ul>	
<b>Spring Recess: 4/6 – 4/11/09</b>		
<b>Week 10</b> 4/13 - 4/17/09	<b>Intro to MS Office Excel 2003</b>	<b>Intermediate &amp; Advanced MS Office Excel 2003</b>
<b>Week 11</b> 4/20 - 4/24/09	<ul style="list-style-type: none"> <li>○ Creating &amp; editing a simple worksheet</li> <li>○ Expanding on the basics</li> </ul>	<ul style="list-style-type: none"> <li>○ Working with large worksheets</li> <li>○ Working with multiple workbooks</li> </ul>
<b>Week 12</b> 4/27 - 5/1/09	<ul style="list-style-type: none"> <li>○ Applying powerful features &amp; automated tools</li> </ul>	<ul style="list-style-type: none"> <li>○ Using financial functions and data analysis</li> <li>○ Working with Lookup functions, custom templates, and auditing tools</li> </ul>
<b>Week 13</b> 5/4 - 5/8/09	<ul style="list-style-type: none"> <li>○ Creating an impact with charts</li> </ul>	<ul style="list-style-type: none"> <li>○ Introducing macros, databases, pivot tables, styles, and outlines</li> </ul>
<b>Week 14</b> 5/11 - 5/15/09	<b><u>Concepts to Learn</u></b>	<b><u>MS Excel &amp; Internet Projects</u></b>
<b>Week 15</b> 5/18 - 5/22/09	<ul style="list-style-type: none"> <li>○ <i>Defining basic components of an Excel window</i></li> <li>○ <i>Entering &amp; editing cell contents</i></li> </ul>	
<b>Week 16</b> 5/25 - 5/29/09 <i>No School on 5/25</i>	<ul style="list-style-type: none"> <li>○ <i>Using basic formulas: Sum, Average, Maximum, Maximum</i></li> <li>○ <i>Arranging &amp; formatting data</i></li> </ul>	
<b>Week 17</b> 6/1 - 6/5/09	<ul style="list-style-type: none"> <li>○ <i>Moving &amp; copying cell contents and formats</i></li> <li>○ <i>Creating different types of charts—column charts, pie charts, and line charts</i></li> </ul>	
<b>Week 18</b> 6/8 - 6/11/09  ***** 6/11 - Graduation Day	<b>Spring 2009 Ends on 6/11/09</b>	<ol style="list-style-type: none"> <li>1. Use MS Excel to reconcile a personal bank statement</li> <li>2. Create simple sales &amp; income tax worksheets</li> <li>3. Create “website links” using MS PowerPoint program</li> </ol>

Attention: Students might customize their learning subjects!