

Running Head: LESSONS AND SYLLABUS

Lesson Plans and Syllabus

Brian Gould

3937893

Assignment #5

March 17, 2007

ADED 4F05

Designing Instruction for Adult Learners

## Course Outline



### 1.0 IDENTIFICATION

#### COURSE INFORMATION

Course Name	<b>Microsoft Excel Basic – for e-Learning</b>
Course Code	INFO BW161
Course Classification	Foundational
Course Type	Core
Program Code and Name	Microsoft Office Basic Certificate
Total Course Hours	36
Credit Value	2 credits towards certificate
Development School	Distance Education
Department	Continuing Education Business
Academic Year	2007-2008
Approving Associate Dean	Art Vandalay

### 2.0 LEARNING OVERVIEW

SUBSECTION	VALUE																																				
Course Description	Students will have the opportunity to learn the basic features, command structure and basic terminology using Microsoft Excel 2002 (XP). Students will learn such topics as entering, editing, saving, printing and formatting labels and values, creating simple formulas, built-in functions, absolute/relative cell referencing, enhancing worksheets with fonts and borders, multiple worksheets, and techniques for working with large worksheets, creating charts, using miscellaneous tools and using the internet.																																				
<p><b>Status of Resources</b></p> <p>REQ= Required REC= Recommended REF= Reference</p> <p><b>Type of Resources</b></p> <p>Text Book OR Supply</p>	<table border="1"> <thead> <tr> <th>Code or ISBN</th> <th>Name or Title</th> <th>Author/Publisher or Vendor</th> <th>Version / Edition</th> <th>Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>155332-023-9</td> <td>Microsoft Excel 2002 Core</td> <td>CCI Learning Publishers</td> <td>3104</td> <td>Text</td> <td>REQ</td> </tr> <tr> <td></td> <td>Excel on-line Learning Modules (worked examples)</td> <td>B. Gould</td> <td>2007</td> <td>Web or CD</td> <td>REF</td> </tr> <tr> <td></td> <td>Microsoft Excel software</td> <td>Microsoft Corporation</td> <td>XP (2002)</td> <td>software</td> <td>REQ</td> </tr> <tr> <td></td> <td>FirstClass Account</td> <td>FirstClass</td> <td>8.5</td> <td>software</td> <td>REQ</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Code or ISBN	Name or Title	Author/Publisher or Vendor	Version / Edition	Type	Status	155332-023-9	Microsoft Excel 2002 Core	CCI Learning Publishers	3104	Text	REQ		Excel on-line Learning Modules (worked examples)	B. Gould	2007	Web or CD	REF		Microsoft Excel software	Microsoft Corporation	XP (2002)	software	REQ		FirstClass Account	FirstClass	8.5	software	REQ						
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<b>Pre-requisite(s)</b>	Course Code	Course Name	Details
	INFOBW031	Windows XP	Basic Fundamentals on how Windows XP Operates
<b>Co-requisite(s)</b>	Course Code	Course Name	Details
<b>Equivalent courses</b>	Course Code	Course Name	Details
	INFOBW161	Microsoft Excel Basic	Continuing Education
<b>Prior Learning Assessment and Recognition</b>	CH	Challenge	<input checked="" type="radio"/>
	PA	Portfolio Assessment	<input type="radio"/>
<b>3.0 COURSE CONTENT</b>			
<b>Major modules, themes, or topics</b>			
<b>Microsoft Excel 2002 at the Basic Level</b>			
<b>4.0 REFERENCE TO STANDARDS</b>			
<b>VS Code</b>	<b>Relevant Vocational Learning Outcome</b>		
<b>EE Code</b>	<b>Relevant Essential Employability Skills Outcome</b>		
<b>GE Code</b>	<b>Relevant General Education Theme</b>		
	Learn Skills on how to enter and edit data, save, print workbooks, formatting labels and values, create simple formulas, use built-in functions, enhance worksheets with fonts and borders, multiple worksheets, create charts, and use miscellaneous tools.		
<b>ES Code</b>	<b>Other External Standard</b>		

**5.0 COURSE LEARNING OUTCOMES**

**Upon successful completion of the course learning outcomes, the student will reliably demonstrate the ability to:**

**L001** Explain what a Spreadsheet is, its' Purpose, Components and Basic Functions

**Learning Elements**

Describe a Spreadsheet, Worksheet and Workbook

Understand the strengths and functional purpose of Microsoft Excel

Articulate the difference between relative and absolute referencing

Label different tools, applications and elements of the Excel application

Participate in class discussions regarding Excel, spreadsheets and their use

**L002** Demonstrate Competency in File Administration

**Learning Elements**

Create spreadsheets with and without design templates

Save workbooks in appropriate folders

Efficiently Open existing workbooks

Effectively Print workbooks using print previews, page breaks and custom formatting

Share workbooks, worksheets and graphs by publishing to the internet and sending files by e-Mail

**L003** Exhibit Proficiency in Data Management

**Learning Elements**

Be aware of multiple ways to perform various functions in Excel

Select, copy and move data from cell to cell, worksheet to worksheet and workbook to workbook

Clear and delete cell contents and formats

Use tools such as AutoFill, Find and Replace and Styles to input and alter data

Construct simple formulas manually and by using Common Built-In Functions

Pay close attention to detail when trouble shooting formulas

**L004** Conduct Data Manipulation in Excel with Confidence

**Learning Elements**

Manipulate columns, rows, and data alignment

Format cells for data type, fonts, colours, borders and patterns

Leveraging tools such as AutoFormat, Format Painter and AutoShapes for efficiency

Display data in graphical and chart formats using various styles

Differentiate between different chart types and purposes

Gain awareness of various Excel Built-In Functions

**➤ ASSESSMENT**

<b>Assessment Method</b>	<b>Weight</b>	<b>Associated Outcome(s)</b>
Attendance & Participation	5%	L001, L002, L003, L004
Assignment #1	10%	L002, L003,
Assignment #2	10%	L002, L003, L004
Assignment #3	15%	L002, L003, L004
Final Practical Exam	40%	L002, L003, L004
Final Theory Exam	20%	L001, L003,
<b>TOTAL</b>	<b>100%</b>	

## 6.0 STUDENT SUCCESS – POLICIES AND PROCEDURES

AAA College has developed several policies and procedures designed to protect students and provide an enriching and rewarding learning experience in which the rights of individuals are respected.

Please be advised that these policies and procedures are subject to change. For the most up to date information on the following policies and procedures, consult

<http://www.aaacollege.ca/policies/>

### Policies and Procedures which relate to academic issues:

- Academic Appeals Policy;
- Academic Honesty Policy;
- Information Technology Policy;
- Mediation Procedure;
- Policy on Disruptive Behaviour of Students in the Learning Environment;
- Student Complaint Procedure.

### Policies and Procedures which relate to non-academic issues:

- Human Rights Policy & Procedure;
- Information Technology Security Policy;
- Student Complaint Procedure;
- Student Conduct Policy and Procedure;
- Threats, Acts of Violence and Weapons Possession Policy and Procedure.

## 7.0 REFERENCES

<b>Schedule of Events</b>	
<b>Criteria for successful online participation</b>	

## Lesson Plan



### Course Information

Course Name	<b>Microsoft Excel Basic – for e-Learning</b>
Course Code	INFO BW161
Course Classification	Foundational
Course Type	Core
Program Code and Name	Microsoft Office Basic Certificate
Total Course Hours	36
Total Course Sessions	12
<b>Session #</b>	<b>2</b>
Total Session Hours	3

















### Session 2 - Objectives
















**Using the Worksheet** - Upon successful completion of session 2 the student will be able to successfully use the Worksheet. Students will select cells, copy and move data, adjust and manipulate columns and rows and manage Excel Worksheets.

### Session 2 - Related Learning Outcomes

<b>L001</b>	Explain what a Spreadsheet is, its' Components, Basic Functions, strengths and functional purposes of Microsoft Excel, Participate in class discussions regarding Excel, spreadsheets and their uses
<b>L002</b>	Demonstrate Competency in File Administration by Creating spreadsheets with and without design templates, Saving workbooks in appropriate folders and Efficiently Opening existing workbooks
<b>L003</b>	Exhibit Proficiency in Data Management by Becoming aware of multiple ways to perform various functions in Excel, Select, copy and move date from cell to cell, worksheet to worksheet and workbook to workbook, Use tools such as AutoFill and
<b>L004</b>	Conduct Data Manipulation in Excel with Confidence by Manipulate columns, rows, and data alignment

<b>Session 2 – Instructor Responsibilities</b>		
<b>Required Time</b>	<b>Topic/Activity</b>	<b>Resources</b>
180 minutes	<ul style="list-style-type: none"> <li>☐ Monitor and facilitate online discussion, provide conflict resolutions where necessary</li> <li>☐ Promote learner success by providing feedback to student based on submissions, questions and queries</li> <li>☐ Provide technical support and/or refer issues to appropriate technical support</li> <li>☐ Acknowledge and share consolidated results from CIRs with the class</li> <li>☐ Develop ongoing formative evaluations of teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>- L.M.S. (FirstClass)</li> <li>- Learner submissions, questions and queries</li> <li>- Courseware</li> <li>- Excel Help Files</li> <li>- Technical Support</li> <li>- CIRs</li> </ul>
<b>Session 2 – Learner Responsibilities</b>		
<b>Suggested Time</b>	<b>Topic/Activity</b>	<b>Resources</b>
10 minutes	<p><b>Selecting Cells</b></p> <ul style="list-style-type: none"> <li>☐ Read courseware pg. 38-40</li> <li>☐ View worked example 2.2-1</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
9 minutes	<p><b>Undo/Redo</b></p> <ul style="list-style-type: none"> <li>☐ Read courseware pg. 40</li> <li>☐ View worked example 2.2-2 or Learn the Skill, pg 41-42</li> <li>☐ Practice the Skill, pg. 42-43</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
9 minutes	<p><b>Copying &amp; Moving Data</b></p> <ul style="list-style-type: none"> <li>☐ Read courseware pg. 45</li> <li>☐ View worked example 2.3-1 or Learn the Skill, pg. 46-48</li> <li>☐ Practice the Skill, pg. 49-52</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>

9 minutes	<b>AutoFill</b>  Read courseware pg. 52  View worked example 2.3-2 or Learn the Skill, pg. 52-53  Practice the Skill, pg. 53-54	- Worked example - Courseware - Excel Help Files
9 minutes	<b>Adjust Columns Width</b>  Read courseware pg. 56-57  View worked example 2.4-1 or Learn the Skill, pg. 57-58  Practice the Skill, pg. 58-59	- Worked example - Courseware - Excel Help Files
9 minutes	<b>AutoFit</b>  Read courseware pg. 59  View worked example 2.4-2 or Learn the Skill, pg. 59-60  Practice the Skill, pg. 61-62	- Worked example - Courseware - Excel Help Files
9 minutes	<b>Adjust Row Height</b>  Read courseware pg. 62  View worked example 2.4-3 or Learn the Skill, pg. 62-63  Practice the Skill, pg. 64	- Worked example - Courseware - Excel Help Files
15 minutes	<b>Knowledge Review Exercises</b>  Develop Your Skills, pg. 67-69	- Worked example - Courseware - Excel Help Files
10 minutes	<b>Inserting Rows &amp; Columns</b>  Read courseware pg. 69  View worked example 2.5-1 or Learn the Skill, pg. 70-71  Practice the Skill, pg. 72-73	- Worked example - Courseware - Excel Help Files

9 minutes	<p><b>Deleting Rows, Columns &amp; Cells</b></p> <ul style="list-style-type: none"> <li> Read courseware pg. 73</li> <li>View worked example 2.5-2 or Learn the Skill, pg. 74</li> <li> Practice the Skill, pg. 75-76</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
9 minutes	<p><b>Naming Worksheets</b></p> <ul style="list-style-type: none"> <li> Read courseware pg. 76</li> <li> View worked example 2.6-1 or Learn the Skill, pg. 77</li> <li> Practice the Skill pg. 78</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
9 minutes	<p><b>Inserting &amp; Deleting Worksheets</b></p> <ul style="list-style-type: none"> <li> Read courseware pg. 78</li> <li> View worked example 2.6-2 or Learn the Skill, pg. 79-80</li> <li> Practice the Skill, pg. 80-81</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
10 minutes	<p><b>Copying &amp; Moving Worksheets</b></p> <ul style="list-style-type: none"> <li> Read courseware pg. 81</li> <li> View worked example 2.6-3 or Learn the Skill, pg. 81-84</li> <li> Practice the Skills, pg. 84-85</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
9 minutes	<p><b>Adding Colour to Worksheet Tabs</b></p> <ul style="list-style-type: none"> <li> Read courseware pg. 85</li> <li> View worked example 2.6-4 or Learn the Skill, pg. 85-86</li> <li> Practice the Skills, pg. 87</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
15 minutes	<p><b>Knowledge Review Exercises</b></p> <ul style="list-style-type: none"> <li> Develop Your Skills, pg. 88-91</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>

10 minutes	<p><b>Theory Review</b></p> <ul style="list-style-type: none"> <li>📄 Questions and Review, pg. 99</li> </ul>	<ul style="list-style-type: none"> <li>- Courseware: Pg. 38-98, Appendix B: Productivity Tools, Appendix C: Glossary of Terms</li> <li>- Excel Help Files</li> </ul>
20 minutes	<p><b>Participation</b></p> <ul style="list-style-type: none"> <li>📄 Login to FirstClass at least once</li> <li>📄 Contribute one to three messages by answering the weekly question and responding to peer questions/inquiries</li> <li>📄 Submit response to Critical Incident Report</li> <li>📄 Start working on Assignment #1</li> </ul>	<ul style="list-style-type: none"> <li>- L.M.S. (FirstClass)</li> <li>- Instructor</li> <li>- Peers</li> <li>- Courseware</li> <li>- Worked examples</li> <li>- Excel Help Files</li> <li>- Technical Support</li> <li>- CIR</li> </ul>
<b>Session 2 - Optional Learning Exercises</b>		
<b>Suggested Time</b>	<b>Activities</b>	<b>Resources</b>
	<p><b>Knowledge Mastery Exercises</b></p> <ul style="list-style-type: none"> <li>📄 Apply your Skills, pg. 92-98</li> <li>📄 Build you Skills, pg. 100-104</li> </ul>	<ul style="list-style-type: none"> <li>- Worked examples</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>

## Lesson Plan



### Course Information

Course Name	<b>Microsoft Excel Basic – for e-Learning</b>
Course Code	INFO BW161
Course Classification	Foundational
Course Type	Core
Program Code and Name	Microsoft Office Basic Certificate
Total Course Hours	36
Total Course Sessions	12
<b>Session #</b>	<b>6</b>
Total Session Hours	3

### Session 6 - Objectives



**Working with Charts** - Upon successful completion of session 6 the student will successfully create graphical Charts using Microsoft Excel. Students will Print, customize and modify charts and select different types of charts by understanding their differences.

### Session 6 - Related Learning Outcomes

<b>L001</b>	Explain what a Spreadsheet is, its' Components, Basic Functions, strengths and functional purposes of Microsoft Excel, Participate in class discussions regarding Excel, spreadsheets and their uses
<b>L002</b>	Demonstrate Competency in File Administration by Creating spreadsheets with and without design templates, Saving workbooks in appropriate folders and Efficiently Opening existing workbooks, Effectively Print Charts using print previews, page breaks and custom formatting
<b>L003</b>	Exhibit Proficiency in Data Management by Becoming aware of multiple ways to perform various functions in Excel, Select, Construct simple formulas manually and by using Common Built-In Functions, Clear and delete cell contents and formats
<b>L004</b>	Conduct Data Manipulation in Excel with Confidence by Displaying data in graphical and chart formats using various styles and Differentiating between different chart types and purposes

<b>Session 6 – Instructor Responsibilities</b>		
<b>Required Time</b>	<b>Activities</b>	<b>Resources</b>
180 minutes	<ul style="list-style-type: none"> <li>☐ Monitor and facilitate online discussion, provide conflict resolutions where necessary</li> <li>☐ Promote learner success by providing feedback to student based on submissions, questions and queries</li> <li>☐ Provide technical support and/or refer issues to appropriate technical support</li> <li>☐ Acknowledge and share consolidated results from CIRs with the class</li> <li>☐ Develop ongoing formative evaluations of teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>- L.M.S. (FirstClass)</li> <li>- Learner submissions, questions and queries</li> <li>- Courseware</li> <li>- Excel Help Files</li> <li>- Technical Support</li> <li>- CIRs</li> </ul>
<b>Session 6 – Instructor Responsibilities</b>		
<b>Suggested Time</b>	<b>Topic/Activity</b>	<b>Resources</b>
10 minutes	<p><b>Understanding Charts</b></p> <ul style="list-style-type: none"> <li>☐ Read courseware pg. 248</li> </ul>	<ul style="list-style-type: none"> <li>- Courseware</li> </ul>
20 minutes	<p><b>Creating a Chart</b></p> <ul style="list-style-type: none"> <li>☐ Read courseware pg. 248-255</li> <li>☐ View worked example 6.2 and Learn the Skill, pg 248-255</li> <li>☐ Practice the Skill, pg. 256-258</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
20 minutes	<p><b>Selecting Chart Types</b></p> <ul style="list-style-type: none"> <li>☐ Read courseware pg. 259-260</li> <li>☐ View worked example 6.3 and Learn the Skill, pg 259-260</li> <li>☐ Practice the Skill, pg. 261-262</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>

15 minutes	<b>Printing Charts</b> <ul style="list-style-type: none"> <li>📄 Read courseware pg. 262</li> <li>📄 View worked example 6.4 and Learn the Skill, pg. 262-264</li> <li>📄 Practice the Skill, pg. 264</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
40 minutes	<b>Knowledge Review Exercises</b> <ul style="list-style-type: none"> <li>📄 Develop Your Skills, pg. 265-274</li> </ul>	<ul style="list-style-type: none"> <li>- Worked example</li> <li>- Courseware</li> <li>- Excel Help Files</li> </ul>
15 minutes	<b>Theory Review</b> <ul style="list-style-type: none"> <li>📄 Questions and Review, pg. 278-279</li> </ul>	<ul style="list-style-type: none"> <li>- Courseware: Pg. 248-277, Appendix B: Productivity Tools, Appendix C: Glossary of Terms</li> </ul>
30 minutes	<b>Participation</b> <ul style="list-style-type: none"> <li>📄 Login to FirstClass at least once</li> <li>📄 Contribute one to three messages by answering the weekly question and responding to peer questions/inquiries</li> <li>📄 Submit response to Critical Incident Report</li> <li>📄 Start working on Assignment #2</li> </ul>	<ul style="list-style-type: none"> <li>- L.M.S. (FirstClass)</li> <li>- Instructor</li> <li>- Peers</li> <li>- Courseware</li> <li>- Worked examples</li> <li>- Excel Help Files</li> <li>- Technical Support</li> <li>- CIR</li> </ul>
30 minutes	<b>Knowledge Review</b> <ul style="list-style-type: none"> <li>📄 Build your Skills, pg. 100</li> <li>📄 Build your Skills, pg. 144</li> <li>📄 Build your Skills, pg. 191</li> <li>📄 Build your Skills, pg. 244</li> </ul>	<ul style="list-style-type: none"> <li>- Instructor</li> <li>- Peers</li> <li>- Courseware</li> <li>- Worked examples</li> <li>- Excel Help Files</li> </ul>

<b>Session 6 - Optional Learning Exercises</b>		
<b>Suggested Time</b>	<b>Activities</b>	<b>Resources</b>
	<b>Knowledge Mastery Exercises</b> <ul style="list-style-type: none"><li> Apply your Skills, pg. 275-277</li><li> Build your Skills, pg. 279-284</li></ul>	<ul style="list-style-type: none"><li>- Worked examples</li><li>- Courseware</li><li>- Excel Help Files</li></ul>