

MICROSOFT OFFICE QUESTIONS

APRIL 28, 2010

BREN ROAD

C-Train/SEC

1. What skills do their students have when they enter the class?
 - Skills vary but most students are familiar with Word/Power Point
 - Basic Keyboarding is essential-speed is not as important
 - Read and follow written/visual instructions
2. How much progress can be made in one semester?
 - Students can get through Introductory Concepts in Word and Excel
 - Some students have completed chapters in Advanced Concepts in Word/Excel
 - I individualize it if a student wants to learn more of a specific area or wants to work at their own pace
 - If students need additional supplemental materials/exercises it will take longer
3. What curriculum do you use?
 - Shelly Cashman Series (Introductory and Advanced Concepts and Techniques) 2 books
4. Where do you embed math and reading?
 - Word Walls, Wheel of Terms, Flash Cards
 - Reading instructions every day
 - Excel uses formulas, what-if analysis
 - Some of the "Apply your Knowledge" and "In the Lab" exercises will involve budgeting/using formulas (College expense and Resource Projections, Research paper about Spring Break Destinations)
5. Where do you start?
 - Quick survey to find out students skill level
 - Ask students what they want to learn and how do they want to use what they have learned
6. General advice - what do you wish you knew before you started?
 - Separate students into Introductory class and Advanced class
 - How difficult it is to get certified
 - Cover terms before each chapter
 - Complete M/C, T/F and fill in the blank worksheets for each chapter