

Garden Grove Adult Education
VESL/BUSINESS/COMPUTER APPLICATIONS
SPRING 2010

First 9-Week Calendar

Lecture Time: Monday-Friday, 9:00 a.m.

Week 1 Feb 8 – 12, 2010 (No school: 2/12)	Textbook: <i>Microsoft Office 2007: Essentials Course, Revised Edition</i> developed by Labyrinth Publications, CA:2008 <i>PowerPoint Presentation (Introduction)</i>	Textbook: <i>Microsoft Word 2007: Comprehensive</i> developed by Labyrinth Publications, CA:2008 <i>PowerPoint Presentation (Advanced)</i>
Week 2 Feb 15 – 19, 2010 (No school: 2/15)	Lesson 6: Working with Word Basics <ul style="list-style-type: none"> • Textbook References (Lesson 6) • Skills Builders (Lesson 6) • Assessments (Lesson 6) • Concepts Review (Lesson 6) 	Lesson 7: Creating a Newsletter <ul style="list-style-type: none"> • Textbook References (Lesson 7) • Skills Builders (Lesson 7) • Concepts Review (Lesson 7)
Week 3 Feb 22 – 26, 2010	Lesson 7: Creating & Editing Business Letters <ul style="list-style-type: none"> • Textbook References (Lesson 7) • Skills Builders (Lesson 7) • Assessments (Lesson 7) • Concepts Review (Lesson 7) 	Lesson 8: Creating an Employee Policy Manual <ul style="list-style-type: none"> • Textbook References (Lesson 8) • Skills Builders (Lesson 8) • Concepts Review (Lesson 8)
Week 4 Mar 1 – 5, 2010	Lesson 8: Creating a Memorandum & a Press Release <ul style="list-style-type: none"> • Textbook References (Lesson 8) • Skills Builders (Lesson 8) • Assessments (Lesson 8) • Concepts Review (Lesson 8) 	Lesson 9: Creating a Promotional Brochure <ul style="list-style-type: none"> • Textbook References (Lesson 9) • Skills Builders (Lesson 9) • Concepts Review (Lesson 9)
Week 5 Mar 8 – 13, 2010	Lesson 9: Creating a Simple Report <ul style="list-style-type: none"> • Textbook References (Lesson 9) • Skills Builders (Lesson 9) • Assessments (Lesson 9) • Concepts Review (Lesson 9) 	Lesson 10: Creating a Research Paper <ul style="list-style-type: none"> • Textbook References (Lesson 10) • Skills Builders (Lesson 10) • Concepts Review (Lesson 10)
Week 6 Mar 15 – 20, 2010	Lesson 10: Using Mail Merge <ul style="list-style-type: none"> • Textbook References (Lesson 10) • Skills Builders (Lesson 10) • Assessments (Lesson 10) • Concepts Review (Lesson 10) 	Lesson 11: Organizing Long Documents <ul style="list-style-type: none"> • Textbook References (Lesson 11) • Skills Builders (Lesson 11) • Concepts Review (Lesson 11)
Week 7 Mar 22 – 26, 2010	Lesson 11: Working with Tables <ul style="list-style-type: none"> • Textbook References (Lesson 11) • Skills Builders (Lesson 11) • Assessments (Lesson 11) • Concepts Review (Lesson 11) 	Lesson 12: Collaborating in Word (optional) Lesson 13: Using Macros & Forms <ul style="list-style-type: none"> • Textbook References (Lesson 13) • Skills Builders (Lesson 13) • Concepts Review (Lesson 13)
Week 8 Mar 29 – Apr 2, 2010 (No school: 4/2)	Lesson 14: Sharing & Securing Content <ul style="list-style-type: none"> • Textbook References (Lesson 14) • Skills Builders (Lesson 14) • Concepts Review (Lesson 14) 	Lesson 14: Sharing & Securing Content <ul style="list-style-type: none"> • Textbook References (Lesson 14) • Skills Builders (Lesson 14) • Concepts Review (Lesson 14)
Week 9 April 5 – 9, 2010	Lesson 15: Integrating with Other Programs <ul style="list-style-type: none"> • Textbook References (Lesson 15) • Skills Builders (Lesson 15) • Concepts Review (Lesson 15) 	Lesson 15: Integrating with Other Programs <ul style="list-style-type: none"> • Textbook References (Lesson 15) • Skills Builders (Lesson 15) • Concepts Review (Lesson 15)
Spring Break: April 12 to April 17, 2010		

Click the following links to download Assignment Checklists:

Introduction to Microsoft WORD 2007
Introduction to Microsoft EXCEL 2007
Introduction to PowerPoint & ACCESS 2007

MS Office WORD 2007: Comprehensive
MS Office EXCEL 2007: Comprehensive
Essentials of MS Office PowerPoint 2007