

Class Overview	Description
Lesson Title	Microsoft Excel in the Classroom
Objective	To instruct educators on how to organize their rosters, schedules, and budgets in Excel and how to teach students to organize data and chart graphs, in alignment with common core standards.
California Common Core Standard	Be able to graph data and interpret visual representations of data (http://www.cde.ca.gov/be/st/ss/documents/ccssmathstandardaug2013.pdf , page 6)
Lesson Titles	<p>Lesson 1: Getting Started with Microsoft Excel</p> <p>Lesson 2: Managing Columns, Rows, and Cells</p> <p>Lesson 3: Basic Formulas in Excel</p> <p>Lesson 4: Advanced Formulas in Excel</p> <p>Lesson 5: Charts</p> <p>Lesson 6: Practical Examples</p> <p>Lesson 7: Project based learning</p>
Length of Time to take class online	Between 30-55 hours depending on level of proficiency
Book and Resources	Microsoft PowerPoint for Teachers and Students, Donny Wise, 2015 Slide:ology, Nancy Duarte, 2008
Education Philosophy	Constructivist approach – that helps educators customize the learning experience to the needs of their class and district and that takes a project based approach to apply the instruction to real-life scenarios.
Method of instruction	Online Education Platform: Videos, Forums, Quizzes for skill assessment, and online reading of lessons with instructor feedback through email and online forums. Office hours are held through SKYPE.
Passing Requirements	Students must obtain 51% or higher on quizzes and homework. Students can take quizzes/tests up to 3 times. We maintain the highest score.
Instructor	Donny Wise, Adjunct Professor East Los Angeles Community College, Santa Monica College, MSEE, PMP
Staff	Josiah Vinson, Stanford Israel Hsu, Ph.D., UCLA
Credits	2 Salary Points (approved by LAUSD/UTLA) or 2 Brandman University Credits (University credits require an added fee).