INSTITUTO DEL PROGRESO LATINO

Instructor: TBA   **Number of Students**:   10 - 18

Date: Mon. – Fri. (Class 1)   **Time**:   TBA

Course: Career Development   **Room**:   (Computer Lab)

Topic: Detailed Career Development Program Description / PC Basics
Keyboarding program – Typing Quick & Easy

Objectives:
- Description of Career Development Program
    - Computer component
    - Financial literacy component
    - Job readiness component
- The job hunting process
    - Documentation (Portfolio)
    - Application
    - Interviews
- Definition of a computer
- Definition of computer types
    - Desktop
    - Laptop
- Personal Computers
- Hardware
    - Characteristics of the CPU, Monitor, Keyboard, Mouse, Printers, and more.
- Software
    - Characteristics of the Operating System and Application programs.
- Computer start-up and shut-down process.
- Definition of program
- Steps to open the program
- Body posture
- The keyboard
- Fingers position

Activities:
- Attendance (sign in)
- Discuss the Objectives (mentioned above)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (30 min.)

Instructional Method:
- Lecture
- Class discussion / Student participation

Materials Used:
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

Assignments:
- In Class Assignments:
  - N/A

Learning Inventory:
- General overview of program, schedule, attendance policy, documentation, classroom and computer lab rules and study organization. Discuss IDPL and participants expectations.
- Understand the basic components of a computer, parts, and booting process.
- Navigate the window and comprehend the GUI technology.
- Learn the mouse procedure for opening/closing different programs.
- Overview of the different Microsoft Office applications and the similarities and difference of each program. Definition of each application is taught.
- Continue with the typing program; perform different types of drill exercises.
- Increase speed and accuracy by 100% to 200%; reach the goal of 20 Words per Minute for the main keyboard and 10 WPM for the numeric keypad by using by performing specific typing assignments.

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Instructor: TBA   **Number of Students**:   10 - 18

Date: Mon. – Fri. (Class 2)   **Time**:   TBA

Course: Career Development   **Room**:   (Computer Lab)

Topic: Microsoft Word 2007 - Introduction
             Microsoft Word 2007 - Resume

Objectives:
- Definition of Microsoft Word, Default, View, Elements, Nonprinting
- Save a new Document
- Print a Document
- Close a Document.
- Exit Word.
- Description of Resume
- Types of Resume
  - Chronological
  - Functional
  - Combination
- Parts of a Resume
  - Personal Information
  - Objective
  - Skills
  - Work Experience
  - Education

Activities:
- Attendance (sign in)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (20 min.)
- Discuss the Objectives (mentioned above)

Instructional Method:
- Lecture
- Class discussion / Student participation

Materials Used:
- Floppy Disk – Each student must have his/her own storage medium
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

Assignments:
- In Class Assignments:
  - Exercise 1 (created by the Instructor)
- In Class Assignments:
  - Resume Information (take home and complete)

Learning Inventory:
- Discuss the elements of the Microsoft Word program. Understand the definition of application and word processing software.
- Emphasis in bars, documents area, insertion point.
- General overview of different types of documents: letters, memorandums, resumes, faxes, schedule. Identify the importance of each document and when to use it.
- Become skilled in saving, opening and closing a document.
- Acquire skills in typing information, entering, inserting, deleting text, performing basic corrections, spacing, punctuation, additional lines.
- Understand the importance of resumes. Discuss the three main types and the all parts of a resume.
- Find out the advantages and disadvantages of Chronological, Functional and Combination resumes. Learn the select the appropriate type of resume according to your needs.
- Discuss the necessary information to be included in a resume.

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Instructor: TBA   **Number of Students**: 10 - 18

Date: Mon. – Fri. (Class 3)   **Time**: TBA

Course: Career Development   **Room**: (Computer Lab)

Topic: Microsoft Word 2007 – Cover letter, References, Salary History

Objectives:
- Create and complete the Resume
- Definition of a list of references
  - Parts
- Definition of cover letter
  - Parts
- Definition of salary history
  - Parts

Activities:
- Attendance (sign in)
- Discuss the Objectives (mentioned above)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (20 min.)

Instructional Method:
- Lecture
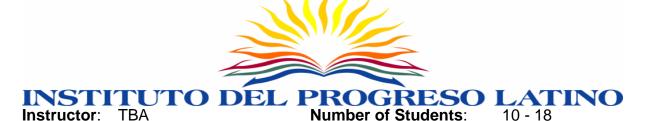- Class discussion / Student participation

Materials Used:
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

Assignments:
- In Class Assignments:
  - Resume completion
- Collect all required information

Learning Inventory:
- Learn the importance of cover letters, parts and types.
- Discuss what are references and the required information.
- Discuss what are salary history and the required information.
- Study the formatting of resumes.

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Instructor: TBA   **Number of Students**:   10 - 18

Date: Mon. – Fri. (Class 4)   **Time**:   TBA

Course: Career Development   **Room**:   (Computer Lab)

Topic: Microsoft Word 2007 – resume, references, salary history, cover letter, application

Objectives:
- Complete the Resume
- Complete the List of References, Salary History and Cover Letter
- Application information
  - Parts
  - Do's and Don'ts
- Create and complete the Portfolio

Activities:
- Attendance (sign in)
- Discuss the Objectives (mentioned above)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (20 min.)

Instructional Method:
- Lecture
- Class discussion / Student participation

Materials Used:
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

Assignments:
- In Class Assignments:
  - References
  - Cover Letter
  - Salary History
  - Resume (cont.)
  - Complete and revised the application
  - new application (take home and complete)

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Learning Inventory:

- Learn to correct common mistakes in resumes. Apply additional formatting. Learn the appropriate grammar and spelling for resumes, cover letters, salary history and references.
- Learn the definition of a job application, types of applications and required parts of an application.
- Gain knowledge of how to correctly fill out an application.
- Learn how to correct mistakes and discuss the required information and the optional information on applications.
- Create a portfolio with all the documents created in class. The main "tool" for a successful job hunting process is documentation.

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Instructor: TBA   **Number of Students**:   10 - 18

Date: Mon. – Fri. (Class 5)   **Time**:   TBA

Course: Career Development   **Room**:   (Computer Lab)

Topic: Internet Basics
            Internet Basics – e-mail

Objectives:
- Introduction to the Internet
    o Internet Service Provider (ISP)
    o Internet connectivity
    o Internet web pages (World Wide Web)
    o Internet web browsing
- E-mail creation
    o parts of an e-mail
    o Send, open, reply
    o attach resume

Activities:
- Attendance (sign in)
- Discuss the Objectives (mentioned above)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (20 min.)

Instructional Method:
- Lecture
- Class discussion / Student participation

Materials Used:
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

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Assignments:
- In Class Assignments:
  - Internet search:
    - www.mapquest.com
    - www.dol.gov
    - www.careerbuilder.com
    - www.flipdog.com
    - www.monster.com
    - www.illinoisskillsmatch.com
    - www.google.com
- In Class Assignments:
  - Complete and practice e-mails
  - Continue practicing past web pages and search engines.

Learning Inventory:
- Understand the main concept of the Internet and the World Wide Web.
- Learn how to connect to the internet using an ISP. Review the information about provider in the Chicago area and prices. Web page navigation is emphasized. Participants learn about hyperlinks, concepts such as web pages, web sites.
- Understand the importance of e-mail as a communication tool. Learn the basic features of an e-mail, parts and format. Create a free e-mail account and send an e-mail to your instructor. Learn how to open and read e-mails, reply and forward e-mails. Send an e-mail with documents attached.
- Make corrections to e-mail address, subject line and body. Learn how to identify spam/junk and phishing e-mails and to take appropriate actions.

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Instructor: TBA   **Number of Students**:   10 - 18

Date: Mon. – Fri. (Class 6)   **Time**:   TBA

Course: Career Development   **Room**:   (Computer Lab)

Topic: Internet – Mapquest
               Internet – Illinois Skills Match

Objectives:
- Definition of Mapquest
  o addresses search
- Online Applications
- Illinois skills match account
  o create or update

Activities:
- Attendance (sign in)
- Discuss the Objectives (mentioned above)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (20 min.)

Instructional Method:
- Lecture
- Class discussion / Student participation

Materials Used:
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

Assignments:
- In Class Assignments:
  o addresses search
  o Complete and/or update skills match account
  o Continue with the online job search and Internet practice

Learning Inventory:

- Learn the importance of the maps and driving directions web sites for companies.
- Continue searching for jobs online, look for company information such as mission statements, annual reports, positions available, management styles, products and services they provide, job benefits.
- Study the importance of applying to jobs online; create accounts with job search websites.
- Study the importance of Illinois Skills Match web site.
- Create and/or Update your account with the Illinois Skills Match web site.

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Instructor: TBA   **Number of Students**:   10 - 18

Date: Mon. – Fri. (Class 7)   **Time**:   TBA

Course: Career Development   **Room**:   (Computer Lab)

Topic: Microsoft Excel - Introduction

Objectives:
- Definition of Microsoft Excel, Default, View, Elements, Nonprinting
- Save a new workbook
- Print a spreadsheet
- Close a workbook.
- Exit Excel.

Activities:
- Attendance (sign in)
- Discuss the Objectives (mentioned above)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (20 min.)

Instructional Method:
- Lecture
- Class discussion / Student participation

Materials Used:
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

Assignments:
- In Class Assignments:
  o Exercise 1
  o Exercise 2

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Learning Inventory:

- Discuss the elements of the Microsoft Excel program. Understand the definition of spreadsheet software.
- Emphasis in bars, spreadsheet area, columns, rows, cells, active cells.
- General overview of different types of workbooks: schedules, reports, budgets, inventories. Identify the importance of each workbook and when to use it.
- Become skilled in saving, opening and closing a workbook.
- Acquire skills in typing information, entering, inserting, deleting text, performing basic corrections, spacing, punctuation, additional lines.
- Learn how to apply basic format to a spreadsheet.

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Instructor: TBA   **Number of Students**:   10 - 18

Date: Mon. – Fri. (Class 8)   **Time**:   TBA

Course: Career Development   **Room**:   (Computer Lab)

Topic: Microsoft Excel – Format, Conditional Formatting List and Inventories

Objectives:
- Microsoft Excel format
  - Create and format a list
  - Create and format an inventory

Activities:
- Attendance (sign in)
- Discuss the Objectives (mentioned above)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (20 min.)

Instructional Method:
- Lecture
- Class discussion / Student participation

Materials Used:
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

Assignments:
- In Class Assignments:
  - Exercise List 1, List 2, List 3
  - Exercise Inventory 1, Inventory 2, Inventory 3
  - Exercise Conditional formatting 1, Conditional Formatting 2

Learning Inventory:
- Learn the importance of List and their appropriate format.
- Understand how to develop an inventory and its format.
- Skills acquired will be the use of the different toolbars in Excel, the title bar, menu bar, standard toolbar, formatting toolbar and formula bar and all the different commands.
- Learn about the conditional formatting tool and its use.

Instructor:	TBA	**Number of Students**:	10 - 18
Date:	Mon. – Fri. (Class 9)	**Time**:	TBA
Course:	Career Development	**Room**:	(Computer Lab)
Topic:	Microsoft Excel – Formulas and Functions		

Objectives:
- Formulas
  - Definition
  - Basic formula structure
  - Mathematical operators
  - Types of formulas
- Functions
  - Definition
  - Basic function structure
  - Types of functions
- Copy formulas and functions
  - Absolute versus relative

Activities:
- Attendance (sign in)
- Discuss the Objectives (mentioned above)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (20 min.)

Instructional Method:
- Lecture
- Class discussion / Student participation

Materials Used:
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

Assignments:
- In Class Assignments:
  - Exercise Formulas 1, Formulas 2, Formulas 3
  - Exercise Functions 1, Functions 2, Functions 3
  - Exercise extra 1, extra 2, extra 2

Learning Inventory:

- Understand what are formulas and its basic characteristics. Learn the different parts of a formula and the correct syntax.
- Gain knowledge of the different mathematical operators in formulas.
- Understand what are functions and its basic characteristics. Learn the different types of functions. Gain knowledge of the absolute and relative formulas.

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Instructor: TBA   **Number of Students**:   10 - 18

Date: Mon. – Fri. (Class 10)   **Time**:   TBA

Course: Career Development   **Room**:   (Computer Lab)

Topic: Microsoft Word – Microsoft Excel - Internet

Objectives:
- Review all concepts
- Complete all pending assignments

Activities:
- Attendance (sign in)
- Discuss the Objectives (mentioned above)
- Typing drills – Use Typing Quick & Easy typing software by combining text, symbols & numbers to increase typing skills (20 min.)

Instructional Method:
- Lecture
- Class discussion / Student participation

Materials Used:
- Personal computer & Printer – Provided by teaching institution (one PC per student, Printers are shared among PC's)
- Chalkboard

Assignments:
- In Class Assignments:
  - Complete all pending assignments
  - Continue searching for jobs online
  - Presentation of portfolios

Learning Inventory:
- Review all general concepts. Review the Microsoft Word and Excel programs. Continue using the Internet as a job search tool. Check the content of all portfolios for accuracy and completeness.