

Microsoft Office Basics - Online

Program Description	Introduction to Microsoft Word and Excel while strengthening emotional skills essential for any work environment. By creating a resumé and job tracking workbook, students become skilled in doing basic business tasks in Word and Excel.	
Program Delivery	100% Online	
Year	2023-2024	
Instructor(s)	<p>Lakisha Bates – English Director of Professional Skills Development Email: Lakisha@thenextsteptx.org</p> <p>Michael Betz – English & Spanish Program Coordinator Email: Michael@thenextsteptx.org</p>	
Contacting Instructor	<p>There are three ways:</p> <ol style="list-style-type: none"> 1. Group Coaching Sessions – The BEST way to get help. It is a chance to get tutoring and answer questions. 2. Online Course Mailbox – You can send and get messages about a lesson in the online course. 3. Email – The SLOWEST way to get help. Use email to report technical issues or request a withdrawal. 	
Program Tools and Software	<ul style="list-style-type: none"> ✓ Personal device (tablet or computer) with a video camera. ✓ Active internet access. Do you have poor internet service? You may be eligible for free or low-cost internet plans through The National Digital Inclusion Alliance. Learn more by visiting https://www.digitalinclusion.org/free-low-cost-internet-plans/ for more information. ✓ Microsoft Office or Microsoft Office Online. Microsoft Office Online is FREE and available at https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web. You will need to sign up using an email address, but you are not required to download any software to your computer. If using a Chromebook, smartphone, or tablet, you may have to download the Word and Excel applications. ✓ Microsoft Teams is our video chat system for Group Coaching Sessions. You can download the software for free by visiting https://www.microsoft.com/en-us/microsoft-teams/group-chat-software 	
Grading/Points	Resumé Project	28 points
	Excel Projects	28 points
	Emotional Intelligence Assignments	27 points

Group Coaching	5 points
Word and Excel Knowledge Checks	12 points
Total Possible Points	100 points

Students must earn 80 points to complete the program and get a certificate. Successful completers will get an extra two weeks to access program material.

Technical Support For 24/7 technical assistance, visit <https://www.txdistanceedhelp.com/> or call 1-833-498-2255

Contact the instructor by email for issues getting into the online course. Every device works differently. Unfortunately, we cannot help fix your device or answer questions on how to use your device.

Learning Activities and Online Attendance This program **is not self-paced**. It follows a schedule with assignments and activities every day. You must turn in your work on time to get the most out of the program.

You will turn in all your work online. Some course assignments will be used to count your attendance. **You must complete two (2) attendance assignments each week to be an active participant.**

Participation and Withdrawal Participation is required to get a certificate. Participation means you turn in graded learning assignments. Students who do not complete and turn in Day 1 learning assignments by 11:59 pm are considered nonparticipants, and TNSI will withdraw them from the program.

Our priority is to prepare you for the next step in your career. If you face a problem that could stop you from finishing the program, please get in touch with the instructor to talk about your options. Students who withdraw after speaking with the instructor must send a withdrawal form. Please log in to your TNSI website account to complete and send the withdrawal form.

Classroom Professionalism Student speech and writing must be respectful to all. Please refer to the Student Handbook for the Code of Conduct and communication policies.

Week 1		
Day	Lessons	Activities, Events, and Project Tasks
1	<ul style="list-style-type: none"> Getting Started What is Emotional Intelligence? 	<ul style="list-style-type: none"> Word Knowledge Check #1
2	<ul style="list-style-type: none"> Word: Orientation Self-Awareness 	<ul style="list-style-type: none"> Group Coaching* Resume Project #1 Who Am I?
3	<ul style="list-style-type: none"> Word: Create 	<ul style="list-style-type: none"> Resume Project #2

4	<ul style="list-style-type: none"> • Self-Regulation • Word: Format 	<ul style="list-style-type: none"> • Group Coaching* • Your Improvement Plan • Resume Project #3
5	<ul style="list-style-type: none"> • Word: Review 	<ul style="list-style-type: none"> • Resume Project #4: • Word Knowledge Check #2 • Excel Knowledge Check #1
Week 2		
Day	Lessons	Activities, Events, and Project Tasks
6	<ul style="list-style-type: none"> • Empathy • Excel: Orientation and Create 	<ul style="list-style-type: none"> • Highest Level of Active Listening • Tracking Spreadsheet #1
7	<ul style="list-style-type: none"> • Excel: Format 	<ul style="list-style-type: none"> • Group Coaching* • Tracking Spreadsheet #2
8	<ul style="list-style-type: none"> • Excel: Organize 	<ul style="list-style-type: none"> • Tracking Spreadsheet #3
9	<ul style="list-style-type: none"> • Excel: Formulas 	<ul style="list-style-type: none"> • Group Coaching* • Tracking
10	<ul style="list-style-type: none"> • Final Review 	<ul style="list-style-type: none"> • Excel Knowledge Check #2

***Group Coaching**

Group Coaching sessions are online many times each week. You can sign up for the time that works for your schedule by visiting the [MSOB Booking Page](#). Coaching sessions count as an attendance assignment.

Microsoft Office Basics - Hybrid

Program Description	Introduction to Microsoft Word and Excel while strengthening emotional skills essential for any work environment. By creating a resumé and job tracking workbook, students become skilled in doing basic business tasks in Word and Excel.
Program Delivery	In-person classes on Mondays. All other learning activities are online, with video conferencing for group coaching events.
Class Location	(Apex Executive Suites) 525 Woodland Square Blvd Ste 250, Conroe, TX 77384
Year	2023-2024
Instructor(s)	Lakisha Bates – English Sessions Director of Professional Skills Development Email: Lakisha@thenextsteptx.org Michael Betz – English & Spanish Sessions Program Coordinator Email: Michael@thenextsteptx.org
Contacting Instructor	There are three ways: <ol style="list-style-type: none">1. Group Coaching Sessions – The BEST way to get help. It is a chance to get tutoring and answer questions.2. Online Course Mailbox – You can send and get messages about a lesson in the online course.3. Email – The SLOWEST way to get help. Use email to report technical issues or request a withdrawal.
Program Tools and Software	<ul style="list-style-type: none">✓ Personal device (tablet or computer) with a video camera.✓ Active internet access. Do you have poor internet service? You may be eligible for free or low-cost internet plans through The National Digital Inclusion Alliance. Learn more by visiting https://www.digitalinclusion.org/free-low-cost-internet-plans/✓ Microsoft Office or Microsoft Office Online. Microsoft Office Online is FREE and available at https://www.microsoft.com/en-us/microsoft-365/free-office-online-for-the-web. You will need to sign up using an email address, but you are not required to download any software to your computer. If using a Chromebook, smartphone, or tablet, you may have to download the Word and Excel applications.✓ Microsoft Teams is our video chat system for Group Coaching Sessions. You can download the software for free by visiting https://www.microsoft.com/en-us/microsoft-teams/group-chat-software

Evaluation	Word Project	28 points
	Excel Project	28 points
	Emotional Intelligence Activities	27 points
	Digital Literacy Knowledge Checks	12 points
	Group Coaching Sessions	5 points
Total Possible Points		100 points

Students must earn 80 points to complete the program and get a certificate. Successful completers will get an extra two weeks to access program material.

Technical Support For 24/7 technical assistance, visit <https://www.txdistanceedhelp.com/> or call 1-833-498-2255

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Classroom Professionalism Student speech and writing must be respectful to all. Please refer to the Student Handbook for the Code of Conduct and communication policies.

Week 1		
Day	Lessons	Activities, Events, and Project Tasks
1	<p>*In-Person*</p> <ul style="list-style-type: none"> Getting Started What is Emotional Intelligence? 	<ul style="list-style-type: none"> Word Knowledge Check #1

2	<ul style="list-style-type: none"> • Word: Orientation • Self-Awareness 	<ul style="list-style-type: none"> • Group Coaching* • Resume Project #1 • Who Am I?
3	<ul style="list-style-type: none"> • Word: Create 	<ul style="list-style-type: none"> • Resume Project #2
4	<ul style="list-style-type: none"> • Self-Regulation • Word: Format 	<ul style="list-style-type: none"> • Group Coaching* • Your Improvement Plan • Resume Project #3
5	<ul style="list-style-type: none"> • Word: Review 	<ul style="list-style-type: none"> • Resume Project #4: • Word Knowledge Check #2 • Excel Knowledge Check #1
Week 2		
Day	Lessons	Activities, Events, and Project Tasks
6	<p>*In-Person*</p> <ul style="list-style-type: none"> • Empathy • Excel: Orientation and Create 	<ul style="list-style-type: none"> • Highest Level of Active Listening • Tracking Spreadsheet #1
7	<ul style="list-style-type: none"> • Excel: Format 	<ul style="list-style-type: none"> • Group Coaching* • Tracking Spreadsheet #2
8	<ul style="list-style-type: none"> • Excel: Organize 	<ul style="list-style-type: none"> • Tracking Spreadsheet #3
9	<ul style="list-style-type: none"> • Excel: Formulas 	<ul style="list-style-type: none"> • Group Coaching* • Tracking
10	<ul style="list-style-type: none"> • Final Review 	<ul style="list-style-type: none"> • Excel Knowledge Check #2

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Curso Básico de Microsoft Office

Descripción de la Programa	Este programa de educación basado en proyectos introducirá a Microsoft Word y Excel y a la misma vez le ayudará a desarrollar las habilidades sociales y emocionales necesarios para trabajar en un entorno virtual. Mediante la creación de un currículum y una hoja de cálculo diseñado para dar seguimiento al trabajo, los estudiantes podrán realizar de manera competente tareas básicas en Word y Excel. Las actividades colaborativas y los escenarios simuladas de un lugar de trabajo virtual ayudarán a fortalecer la empatía, la autoconciencia y la autorregulación.
Modo de Instrucción	Totalmente en línea con videoconferencia para las sesiones de entrenamiento de grupo
Año	2023-2024
Información de su Instructor	Michael Betz Coordinador de Programa Correo electrónico: Michael@thenextstep.org
Contactando a su Instructor	Hay tres formas de comunicarse con su instructor: <ul style="list-style-type: none">• Sesiones de Entrenamiento de Grupo - Esta es la MEJOR manera de recibir asistencia de su instructor. Son oportunidades prácticas para ayudar con desafíos y responder sus preguntas.• Buzón de cursos en línea - Puede enviar y recibir mensajes directamente del instructor a través del curso en línea. El instructor enviará recordatorios y notificaciones en el curso en línea.• Correo Electrónica - Esta opción solo debe usarse para informar de problemas técnicos o solicitar un retiro al curso. Con el correo electrónico, puede esperar un tiempo de respuesta más largo.
Materiales Requeridos	<ul style="list-style-type: none">• Computadora o tableta con capacidad de video y la manera de conectarlo a internet.• Acceso al internet. Si tiene un servicio de Internet muy lento, posiblemente califica para un plan de Internet gratuito o de costo reducido a través de: <i>The National Digital Inclusion Alliance</i>. Visite a: https://www.digitalinclusion.org/freelow-cost-internet-plans/ para más información.

- El programa Microsoft Office o Microsoft Word Online y Microsoft Excel Online. Estos 2 programas son **GRATIZ** y usted lo podrá descargar los 2 aquí: <https://www.microsoft.com/es-mx/microsoft-365/free-office-online-for-the-web>. Tendrá que registrarse, pero no es necesario que descargue ninguna aplicación a su computadora. Si usa una Chromebook, teléfono inteligente o tableta, posiblemente tendrás que descargar las aplicaciones de Word y Excel. Las aplicaciones de teléfono y tableta también son gratuitas.
- Microsoft Teams se utilizará para las sesiones de entrenamiento de grupo. Los estudiantes recibirán un enlace a estas reuniones y es posible que deban descargar el software gratuito para unirse a la discusión.

Evaluación

Proyecto de Currículum	28 puntos
Proyecto de Excel	28 puntos
Entrenamiento de Grupo	5 puntos
Evaluaciones de Excel y Word	12 puntos
Actividades de Inteligencia emocional	27 puntos
Puntos Totales	100 puntos

Para completar con éxito el curso y recibir un certificado de finalización, los estudiantes deben obtener un mínimo de **80 puntos**. Los que completen el programa recibirán acceso a los materiales de aprendizaje dos semanas más después de que finalice el programa.

Ayuda técnica

27/7 Centro de llamadas de educación a distancia

- <https://www.txdistanceedhelp.com/>
- 1-833-498-2255

Cada dispositivo funciona de manera diferente. No podemos ayudar con preguntas sobre cómo usar o reparar su dispositivo.

Asignaciones y Actividades

Este curso es completamente en línea, pero no es a su propio ritmo. Sigue un programa de aprendizaje con asignaciones y actividades todos los días. Las fechas de vencimiento están puestas para ayudarlo a mantenerse al día con el programa y mejorar su experiencia de educación.

Todos los proyectos y asignaciones se entregan en línea. Algunas asignaciones de cursos se identificarán como **Asignaciones de Asistencia**. Debe completar **dos asignaciones por semana para que se lo cuente como participante activo**.

Participación y Retiro

Se requiere participación para recibir un certificado de finalización. La participación significa que envía tareas de aprendizaje. Los estudiantes que no completen ninguna tarea de aprendizaje antes de las 11:59 p. m. del día 2 del programa se consideran no-participantes y TNSI los retirará del programa.

Nuestra prioridad es prepararlo para el próximo paso en su carrera. Si tiene un problema que afecta su habilidad de participar en el curso, comuníquese con el instructor para hablar sobre las opciones. Los estudiantes que opten por retirarse deben presentar su solicitud por escrito. Accede a su cuenta del sitio web de TNSI para encontrar al formulario de retiro.

Comportamiento durante la clase

Se espera que los estudiantes sean profesionales, discretos y corteses al comunicarse con el instructor, el personal de TNSI y sus compañeros de clase. Consulte el Manual del Estudiante para saber más del Código de conducta y las políticas de comunicación.

Semana 1

Día	Tema(s)	Actividades y Proyectos
1	<ul style="list-style-type: none"> • Microsoft Word: El Empiezo • Inteligencia Emocional: Introducción 	<ul style="list-style-type: none"> • Práctica de Microsoft Word
2	<ul style="list-style-type: none"> • Microsoft Word: Orientación • Inteligencia Emocional: Autoconciencia 	<ul style="list-style-type: none"> • Entrenamiento de Grupo * • ¿Quién soy yo? • Proyecto de Currículum #1: Orientación
3	<ul style="list-style-type: none"> • Microsoft Word: Organizar 	<ul style="list-style-type: none"> • Proyecto de Currículum #2: Crear
4	<ul style="list-style-type: none"> • Inteligencia Emocional: Autorregulación • Microsoft Word: Dar Formato 	<ul style="list-style-type: none"> • Su plan de mejora • Proyecto de Currículum #3: Dar Formato • Entrenamiento de Grupo *
5	<ul style="list-style-type: none"> • Microsoft Word: Revise su Documento 	<ul style="list-style-type: none"> • Proyecto de Currículum #4: Revisar • Repaso de Microsoft Word • Práctica de Microsoft Excel

Semana 2

Día	Temas	Actividades y Proyectos
6	<ul style="list-style-type: none"> • Microsoft Excel: Orientación y Crear • Inteligencia Emocional: Empatía 	<ul style="list-style-type: none"> • Hoja de Cálculo de Seguimiento #1 • Nivel Mas Alto de Escucha Activa
7	<ul style="list-style-type: none"> • Microsoft Excel: Dar formato 	<ul style="list-style-type: none"> • Entrenamiento de Grupo * • Hoja de Cálculo de Seguimiento #2
8	<ul style="list-style-type: none"> • Microsoft Excel: Organizar 	<ul style="list-style-type: none"> • Hoja de Cálculo de Seguimiento #3
9	<ul style="list-style-type: none"> • Microsoft Excel: Formulas 	<ul style="list-style-type: none"> • Entrenamiento de Grupo * • Hoja de Cálculo de Seguimiento #4
10	<ul style="list-style-type: none"> • Repaso Final 	<ul style="list-style-type: none"> • Repaso de Microsoft Excel

*** Entrenamiento de Grupo**

Estas sesiones se llevarán a cabo en horarios diferentes cada semana. Cada semana, se inscribirá en el momento más conveniente. Puede reservar el horario [aquí](#).