

# Berrien Springs Partnership Lab Syllabus and Instructor Qualifications

**LABS (CLASSES) ARE PROVIDED AS AN EDUCATIONAL SOURCE FOR PBL (PROJECT BASED LEARNING)**

**COMMUNITY CLASS TITLE:** Click, Type, Create: Digital Documents Made Easy

**GRADE OR AGE LEVELS:** Grades 6 – 12 (younger students may need more assistance than older students)

**FORMAT:** Online

**DAY AND TIME OF THE WEEK:** Asynchronous course; students will complete assignments by weekly deadlines.

**TOTAL REQUIRED HRS:** 1-2 hours per week

**TOTAL SEMESTER HOURS POSSIBLE:** 16 – 32 hours

**LOCATION:** Online

**INSTRUCTOR:** Mark Pelfrey

**CONTACT INFORMATION:** [pelfreyfamilyschooling@gmail.com](mailto:pelfreyfamilyschooling@gmail.com)

## **INSTRUCTOR QUALIFICATIONS (may attach a separate page if necessary):**

I am a Professor of Mathematics at a local community college, where I have taught since 2012. I am also the co-founder and co-Director of our College's Honors Program, which is entering its 10<sup>th</sup> year in 2025-2026, and I am QM Certified in online course design. I work regularly with students in my courses to remind them (or teach them for the first time) how to complete tasks essential to our courses that require the use of computer technology. I also do one-on-one advising with Honors Program students, and regularly work with them on seeking scholarships, internships, and admittance to their next program of study. I am a big believer in education, and believe it is a gateway to prosperity for so many students – I look forward to working with each and every one of my students to help them find this out for themselves!

## **COURSE DESCRIPTION (OVERVIEW):**

This course introduces students to the fundamentals of word processing through hands-on practice using applications like Google Docs or Microsoft Word. Students will learn how to navigate the interfaces, format text, insert media, use styles and templates, and collaborate on shared documents. The course culminates with a portfolio of practical projects and has advanced topics available as options for students who wish to complete them.

Students will be able to use Google Workspace applications, primarily Google Docs, for course assignments. However, similarities/differences between Google Docs and Microsoft Word will be pointed out throughout the course, and students are welcome to use either application.

Students will need regular access to a computing device that can run these applications, and will probably find the course easier with a keyboard/mouse as well.

## SYLLABUS/OUTLINE: WEEKLY BREAKDOWN OF PROJECT-BASED LEARNING LAB ACTIVITIES

### Week 1: Introduction to Word Processing

- **Topics:** History of word processors, overview of Microsoft Word vs. Google Docs
- **Skills:** Creating, naming, saving documents; using cloud storage
- **Assignment:** Create and format a simple paragraph introducing yourself

### Week 2: Navigating the Interface

- **Topics:** Ribbons, menus, toolbars, sidebars
- **Skills:** Open, close, save, rename, use Help features
- **Assignment:** Guided scavenger hunt in Google Docs

### Week 3: Basic Text Formatting

- **Topics:** Fonts, sizes, bold/italic/underline, text alignment, line spacing
- **Skills:** Use of formatting tools / keyboard shortcuts
- **Assignment:** Format a two-paragraph article with different styles

### Week 4: Working with Paragraphs and Lists

- **Topics:** Indentation, bullets, numbering, spacing
- **Skills:** Customize paragraph styles, create organized lists
- **Assignment:** Create a grocery list and a numbered set of instructions

### Week 5: Page Layout and Margins

- **Topics:** Page size, orientation, margins, columns
- **Skills:** Adjust layout settings for different document types
- **Assignment:** Format a letterhead and newsletter template

### Week 6: Inserting Images and Media

- **Topics:** Adding pictures, resizing, wrapping text, inserting links
- **Skills:** Format media within text; understand licensing/usage rights
- **Assignment:** Create a short, illustrated report with captions

### Week 7: Tables and Charts

- **Topics:** Creating, formatting, and editing tables; inserting charts
- **Skills:** Use tables for data and layout; basic chart editing
- **Assignment:** Create a calendar or data chart and describe it in text

### Week 8: Styles, Headings, and Outlining

- **Topics:** Using and customizing heading styles, document outlines
- **Skills:** Create a navigable outline using styles
- **Assignment:** Draft an outline for a research paper using headings

### Week 9: Using Templates

- **Topics:** Built-in templates, resume and cover letter formats
- **Skills:** Customize templates; save your own templates
- **Assignment:** Create a personal resume using a template

### Week 10: Working with Multiple Pages

- **Topics:** Page breaks, section breaks, headers, footers, page numbers
- **Skills:** Organize long documents
- **Assignment:** Create a multi-page report with headers and footers

**Week 11: Collaboration and Sharing**

- **Topics:** Comments, suggestions, revision history, sharing permissions
- **Skills:** Collaborate in real-time on Google Docs
- **Assignment:** Peer edit a shared document

**Week 12: Spelling, Grammar, and Accessibility**

- **Topics:** Proofing tools, voice typing, accessibility checker
- **Skills:** Use editing tools; understand accessibility basics
- **Assignment:** Edit a poorly written passage using grammar and accessibility tools

**Week 13: Creating a Professional Letter**

- **Topics:** Block formatting, formal salutations, closing statements
- **Skills:** Properly format a business letter
- **Assignment:** Write a thank-you letter or job inquiry

**Week 14: Desktop Publishing Basics**

- **Topics:** Text boxes, shapes, alignment tools, color themes
- **Skills:** Design a flyer or brochure layout
- **Assignment:** Create a flyer for a community or family event

**Week 15: Advanced Topics**

- **Topics (choose any/all):**
  - Google Docs add-ons & extensions
  - Mail Merge in Google Docs/Sheets
  - Macros & document automation
  - Keyboard shortcuts & efficiency tips
  - Other topics of interest to the student, pending instructor approval
- **Assignment:** Complete a guided challenge for an advanced skill

**Week 16: Final Project – Document Portfolio**

- **Topics:** Course reflection, description of professional portfolios
- **Skills:** Compile documents into a cohesive format
- **Assignment:** Submit a portfolio of previous projects and create a one-page cover letter detailing your new word processing skills for a potential school or employer

## COURSE OBJECTIVES AND APPROXIMATE TARGET DATES:

Each week, students will check in using Google Classroom. Students will receive their assignments on Sunday evenings, and will need to submit their assignments by Sunday of the following week. When each assignment is complete, students will upload a document or photo of their work and answer reflection questions about their experience completing that week's assignment.

## STUDENT ASSESSMENT - what will be used to evaluate student progress and/or end of semester pass/fail status?

- 1) Student agrees to attend at least 80% of class sessions/lessons offered. Attendance is kept online and tracked by Partnership staff. Failure to meet 80% or be on track to meet 80% may result in program discontinuation.

- 2) We will keep track of course progress in Google Classroom. Your photos/document submissions and comments will be proof of your participation in the course for each week.