

WORD 365 ESSENTIALS

Course Outline

BRIEF COURSE DESCRIPTION

In this course, students will learn the essential features and tools of Microsoft Word to create professional documents efficiently. Students will gain skills in document navigation, text formatting, page layout, printing, and enhancing documents with tables and graphics. This foundational course provides the core Word skills needed for any program of study or career requiring basic word processing abilities.

COURSE PREREQUISITES

- Basic operation of a computer, keyboard, and mouse/trackpad.
- Knows how to operate Windows OS.
- Recommended: Microsoft 365 Introduction.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Create and navigate documents.
- Apply character and paragraph formatting to text.
- Modify page layout settings.
- Insert pictures and format them.
- Create and format tables.

REQUIRED COURSE MATERIALS

- Computers that can run Microsoft 365
- Internet access

COURSE DURATION

28 hours

HOMEWORK DURATION

7 hours of homework, not required to complete the course, but advisable to improve their understanding of the material.

DELIVERY METHODS

Combined Synchronous delivery (both in-class and distance)

TEACHING METHODS

Instructor-led lectures and hands-on projects combined with live streaming.

METHOD(S) OF STUDENT EVALUATION

At the end of each lesson segments, students will be given a quiz and/or project to evaluate their knowledge and understanding of the material.

A course-end project and a final exam is given at the end of the course to evaluate student's comprehensive understanding of the entire course.

COMPLETION REQUIREMENTS

Complete all projects, lesson evaluations, and a final exam, and received at 75% overall grade.