

Collin College - Continuing Education

Course Syllabus

Course Title: Microsoft Word I

Course Description:

This introductory course book will equip new students with an overview of Word basics, providing a beginner level foundation of the application. Students will be engaged with hands on learning as they apply learned concepts to create relevant, mock work examples such as a brochure, resume table and more.

Course Prerequisite(s):

Microsoft Windows and the ability to type at least 20 wpm

Course Objectives: Documents 101 – Creating Documents. Formatting & Editing Text; Introducing Tables – Formatting, Stylizing, & Data Sorting. Visual Objects – Shapes, WordArt, SmartArt, Pictures & Text Boxes. Creating Business Reports - Arranging Text in Columns, Tab Stops, Headers & Footers and more.

Textbook(s):

Microsoft Word 2016: Level 1
Labyrinth Learning
ISBN: 978-1-59136-837-3

Next Class Possibilities: Microsoft Word II

Lesson Plan – by week or session

Session 1: Creating and Editing Business Documents

- Elements of a Professional Business Letter
- Navigating in a Document
- Entering Text
- Selecting Text
- Using Numbered and Bulleted Lists
- Editing Text
- Creating an Envelope
- Working with Views
- Saving Your Work in a Different Format
- Working with Print and Print Preview

Session 2: Creating a Résumé in a Table

- Introducing Tables
- Modifying a Table
- Formatting with Borders, Shading, and Styles
- Sorting Data in a Table
- Using Template

Session 3: **Creating a Promotional Brochure**

- Working with Shapes
- Using WordArt and Inserting Pictures
- Formatting Text
- Using Text Boxes and Page Setup Options
- Working with SmartArt
- Formatting the Page Background

Session 4: **Creating Reports**

- Creating a Business Report
- Setting Custom Tab Stops
- Formatting Text with Styles
- Inserting Headers/Footers and Comments
- Arranging Text in Multiple Columns
- Writing a Research Paper
- Working with Bibliographies
- Inserting Captions and a Table of Figures
- Using Track Changes

Session 5: **Review**

Session 6: **Course summary**

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

<http://www.collin.edu/studentresources/personal/studenthandbook.aspx>

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