Course Title: SharePoint for End Users

Course Description:
SharePoint beginner topics, including site planning, document management, security and permissions.

Course Prerequisite(s):
Working knowledge of PC Windows environment

Course Objectives:
Demonstrate structured approach to SharePoint site planning, working with content types, document management, security and permissions.

Next Class Possibilities:
Introduction to Microsoft SharePoint

Textbook(s):
The SharePoint Shepherd’s Guide for End Users - 2010
Availtek Press; Bogue
ISBN: 0982419805

Lesson Plan – by week or session
Session 1: Collaborate on Projects
          Conduct Effective Meetings
Session 2: Work Together on Content
Session 3: Manage Lists
          Manage Libraries
Session 4: Use Outlook for Sharing
          Conduct Surveys
Session 5: Manage Personal Files and Information
Session 6: Publish Web Content
          Build Web Part Pages