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.

Textbook(s):
Microsoft SharePoint 2016 Step-by-Step
Microsoft Press
ISBN: 978-0735697768

Lesson Plan – by week or session
Session 1: Introduction to SharePoint
Session 2: Work with lists & libraries
Session 3: Work with webpages
Session 4: Create and manage sites
Session 5: Manage work tasks, workflows
Session 6: Collaborate and work with business intelligence