

Collin College - Continuing Education

COURSE SYLLABUS

COURSE INFORMATION

Course Number: MOFF 6655

Course Title: Microsoft Word I

Course Description: Introduction to Microsoft Word fundamentals, exploring word processing concepts and providing hands-on experience with creating documents relevant to the workplace, such as a brochure, resume table and more.

Suggested Course Prerequisite(s): Familiarity with using Microsoft Windows.

Course Resources: Microsoft Word 2021 & 365: Level 1
Labyrinth Learning. ISBN-13: 9781640614260

Student Learning Outcomes:

Demonstrate document creation; formatting and editing text; creating tables, formatting, stylizing, and data sorting; inserting visual objects – Shapes, WordArt, SmartArt, pictures and text boxes; creating business reports – arranging text in columns, tab stops, headers and footers.

Next course recommendation: 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

Session 2: Creating a Résumé in a Table

- Introducing Tables
- Modifying a Table
- Formatting with Borders, Shading, and Styles
- Sorting Data in a Table
- Working with Print and Print Preview

Session 3: 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 4: Creating a Promotional Brochure

- Working with Shapes
- Using WordArt and Inserting Pictures
- Using Text Boxes and Page Setup Options
- Working with SmartArt
- Formatting the Page Background
- Adding Special Effects to Text
- Using Picture Effects
- Setting Up Columns
- Artistic Effects and Wrapping Text
- Printing Part of a Document

Session 5: Using Mail Merge

- Introducing Mail Merge
- Working with the Data Source
- Working with the Main Document
- Conducting a Merge
- Working with Merge Problems
- Merging Envelopes and Labels

Session 6: Review / Course Summary

Course Sessions:

Listed are guidelines 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.

Refund Policy:

Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

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-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.