An Introduction to Microsoft Office

Course Syllabus

Course Description
This self-paced course will introduce the student to the basics of Microsoft Word, Excel and PowerPoint. Practical uses and new techniques of each software will be explored. Students will complete two assignments in Word, three in Excel and two in PowerPoint. The class will conclude with a final project that encompasses all three software’s.

Course Objectives
At the end of this course you should be able to:

1. Be introduced to Microsoft Word, Excel and PowerPoint.
2. Learn and practice skills in Microsoft Word, Excel and PowerPoint.
3. Identify ways to use Microsoft Word, Excel and PowerPoint outside of this class.

Modules

- Module 1: Introduction to Microsoft Word, Quiz 1
- Module 2: Using Microsoft Word, Quiz 2
- Module 3: Introduction to Microsoft Excel, Quiz 3
- Module 4: Creating Formulas in Microsoft Excel, Quiz 4
- Module 5: Formatting Microsoft Excel, Quiz 5
- Module 6: Introduction to Microsoft PowerPoint, Quiz 6
- Module 7: Formatting Microsoft PowerPoint, Quiz 7
- Module 8: A Cumulative Project Using Microsoft Word, Excel and PowerPoint, Quiz 8

Grading:
Each quiz must be passed at an 80% or higher (retakes allowed).

Format
This is a self-paced, asynchronous (no required live meetings) course. Throughout the PD course, you will find it helpful to take notes along the way to assist with the quizzes. Within each module, you will find reflection assessments that are not graded but will help in your journey through the course.