

TEC-035: Word 2 (Intermediate)

Lifelong Learning Online Course Syllabus

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Target Audience: Open to Everyone
Course Access: ce-connect.fresno.edu

Course Description: Word is the most widely used computer applications in the workplace. Its powerful features allow you to manage communication across the office and Internet. But Word goes far beyond simple word processing. In Word 2 (Intermediate) we will be addressing many of the more powerful features such as Header/Footer, Breaks, Proofing your work, Outlines, Collaboration tools, Desktop Publishing, and Tables. These skills are pivotal for those looking for a job in the business or financial sector. You will be guided through each step as you gain proficiency with higher level functionality. At the completion of this course you will be well versed in not only the more useful and powerful Word features, you will know how to continue your mastery of Word. Students taking this course must have a rudimentary knowledge of Word (Word 1 – Beginner) and access to Microsoft Word 2011 or later on either platform.

Required Texts and Course Materials: There is no required book for this course. Relevant online resources that support the course content and encourage further investigation will be available throughout the course assignments. Active hyperlinks are utilized throughout the course and will link to the appropriate information when clicked. These include videos, podcasts, worksheets, online activities, journal articles and other resources.

Course Dates: Self-paced; students may enroll at any time and take up to one year, from the date of registration, to complete assignments.

Course Student Learning Outcomes (C-SLO)

Student Learning Outcomes for This Course	
By the end of this course student will be able to:	
C-SLO 1	Apply margin settings and tabs
C-SLO 2	Utilize Styles to set consistent format across documents
C-SLO 3	Create Headers and Footers and Section and Page Breaks
C-SLO 4	Use Proofing tools such as Spell Check, Thesaurus, Grammar Check
C-SLO 5	Create Outlines and use Styles to have consistency
C-SLO 6	Learn to collaborate using Templates and Sharing
C-SLO 7	Add Bookmarks and Comments
C-SLO 8	Learn basic Desktop Publishing tools
C-SLO 9	Protect your work, Track Changes, set Password
C-SLO 10	Add Charts to your documents

C-SLO 11	Learn the basics of Mail Merge
C-SLO 12	Identify new ways of doing things and sharing a skill with a colleague

Topics, Assignments, and Activities

Module Title	Module Assignments and Activities
Welcome Module	<ul style="list-style-type: none"> Welcome Video Course Syllabus Introduce Yourself Forum
Module 1 – Features of Word	<ul style="list-style-type: none"> Advanced Tabs, Sections and Page Breaks, Header and Footer, Styles and Spacing, Bulleted and Numbered Lists, Split Screen, Forum Reflection
Module 2 – Proofing you Work	<ul style="list-style-type: none"> Proofing Your Work, Find and Replace, Spell Check Grammar Check, Thesaurus, Forum Reflection
Module 3 – Outlines and Collaboration	<ul style="list-style-type: none"> Outlines, Templates, Bookmarks, Comments, Forum Reflection
Module 4 – Publishing, Tables, and Charts	<ul style="list-style-type: none"> Introduction to Desktop Publishing, Protecting Your Work, Tables, Charting, Mail Merge, Forum Reflection
Module 5 – Final Project	<ul style="list-style-type: none"> Final Project, Forum Reflections
Course Wrap-up	<ul style="list-style-type: none"> Final Reflection Forum Course Evaluation Course Completion Checklist Grade Report and Transcript Requests

Instructor/Student Contact Information: This course does not provide direct instructor contact. Assignments are only included in the course to help students process the information learned.

Requesting a Certificate of Completion: When all work for the course has been completed, students will need to email prof.dev@fresno.edu to request a Certificate of Completion. Please allow at least two weeks for the certificate to be sent.

University Policies and Procedures: Students are responsible for becoming familiar with and observe all policies and procedures related to their participation in the university community. A summary of university policies may be found on the university website at <https://ce.fresno.edu/lifelong-learning-policies-and-procedures>.