

## TEC-034: Word 1 (Beginning)

### Lifelong Learning Online Course Syllabus

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**Target Audience:** Open to Everyone  
**Course Access:** [ce-connect.fresno.edu](https://ce-connect.fresno.edu)

**Course Description:** Word processing has come a long way since the early days of the line editor and now provides the workplace with a powerful tool. Word has become a multimedia, internet, and non-linear tool for the office and has the potential to greatly increase worker productivity and connectivity. The focus of this course is how Word can be used to impact workplace effectiveness and efficiency. The hands-on exercises are tied to proven office practices and move through the basics (tabs, margins, formatting) to intermediate (columns, writing tools, graphics) - all focused on make you a more valuable employee. Students taking this course must have 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	Utilize Word in their workplace
C-SLO 2	Enter, edit and format text
C-SLO 3	Copy and move text
C-SLO 4	Set paragraph margins, indents, tabs
C-SLO 5	Copy and paste paragraph settings using the Format Painter
C-SLO 6	Set line spacing and character spacing
C-SLO 7	Draw and format basic shapes and objects
C-SLO 8	Configure Page Setup and print all or portions of documents
C-SLO-9	Consider the role technology will play in the workplace of the future

## Topics, Assignments, and Activities

Module Title	Module Assignments and Activities
<b>Welcome Module</b>	<ul style="list-style-type: none"><li>• Welcome Video</li><li>• Course Syllabus</li><li>• Introduce Yourself Forum</li></ul>
<b>Module 1 –</b> Introduction to Word	<ul style="list-style-type: none"><li>• Introduction to Word, File Management, Word Screen</li></ul>
<b>Module 2 –</b> Working with Text	<ul style="list-style-type: none"><li>• Working with Text, Entering and Editing, Formatting, Format Painter, Copying and Moving</li></ul>
<b>Module 3 –</b> Working with Documents	<ul style="list-style-type: none"><li>• Working with Documents, Global Margins, Alignment, Orientation, Forum Reflection</li></ul>
<b>Module 4 –</b> Working with Paragraphs	<ul style="list-style-type: none"><li>• Working with Paragraphs, Margins, Tabs and Indents, Alignments, Spacing, Forum Reflection</li></ul>
<b>Module 5 –</b> Graphics, Drawing, and Printing	<ul style="list-style-type: none"><li>• Graphics and Drawing, Drawing Tools, Printing in Word, Forum Reflection</li></ul>
<b>Module 6 –</b> Final Project	<ul style="list-style-type: none"><li>• Final Project</li><li>• Forum Reflection</li></ul>
<b>Course Wrap-up</b>	<ul style="list-style-type: none"><li>• Final Reflection Forum</li><li>• Course Evaluation</li><li>• Course Completion Checklist</li><li>• Grade Report and Transcript Requests</li></ul>

**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](mailto: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>.