



MICROSOFT 365 INTRODUCTION

Course Outline

BRIEF COURSE DESCRIPTION

This course is designed for students seeking to start their journey in the Microsoft 365 application suite. The course will provide an introductory orientation to Microsoft 365 applications, covering key concepts such as navigation, customization, file management, graphic usage, and online application usage. This course can serve as a standalone introductory course or as key part of a broader program to enhance workplace productivity.

COURSE PREREQUISITES

- Basic operation of a computer, keyboard, and mouse/trackpad.
- Knows how to operate Windows OS.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

- Understand the Microsoft 365 suite and its various applications.
- Install Microsoft 365, indicating a basic understanding of software installation requirements.
- Navigate and customize the Microsoft 365 interface according to personal preferences and work requirements.
- Manage and share files within the Microsoft 365 environment, demonstrating an understanding of file management best practices.
- Operate Microsoft 365 Online apps effectively, demonstrating adaptability to cloud-based work environments.

REQUIRED COURSE MATERIALS

Computer with Windows operating system, Microsoft 365, and internet connection

COURSE DURATION

8 hours

HOMEWORK DURATION

2 hours of homework, not required to complete the course, but advisable to improve their understanding of the material.

DELIVERY METHODS

Combined Synchronous delivery (both in-class and distance)

TEACHING METHODS

Instructor-led lectures and hands-on projects combined with live streaming.

METHOD(S) OF STUDENT EVALUATION

At the end of each lesson segments, students will be given a quiz and/or project to evaluate their knowledge and understanding of the material.

A final exam is given at the end of the course to evaluate student's comprehensive understanding of the entire course.

COMPLETION REQUIREMENTS

Complete all projects, lesson evaluations, and a final exam, and received at 75% overall grade.