MICROSOFT APPLICATION OVERVIEW

Course Outline

BRIEF COURSE DESCRIPTION

This course introduces students to the essential Microsoft applications, including Word, PowerPoint, Outlook, and Teams. This course provides a streamlined approach, ensuring that participants gain practical knowledge to operate these applications with confidence and ease. By the end of the course, students will have the foundation to create documents, presentations, and collaborating effectively online, equipping them with the fundamental skills necessary for both personal and professional success in a digital environment.

COURSE PREREQUISITES

None

LEARNING OBJECTIVES

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

- Apply fundamental computer operation skills across various Microsoft applications.
- Create, format, and edit documents using Microsoft Word.
- Design and deliver presentations with Microsoft PowerPoint.
- Send, reply, and forward emails with Microsoft Outlook.
- Utilize Microsoft Teams for effective communication and collaboration.

REQUIRED COURSE MATERIALS

Computer with Windows operating system and internet connection

COURSE DURATION

4 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

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

COMPLETION REQUIREMENTS

Complete final exam and received at 75% overall grade.