COURSE SYLLABUS:

MS-6000: MICROSOFT OFFICE SERIES III

Course Details:

Course Code: MS-6000

Course Title: Microsoft Office Series III

Course Hours: 96 (6 Weeks)

Course Prerequisites: None

Method of Delivery: Online

Type of Instruction:

This course is delivered via Remote Mentored Learning (RML). Students view video-based instruction and access course materials from anywhere with a high-speed internet connection and have access to a team of Student Success Specialists, Advisors, and Coordinators who provide ongoing support throughout the course. This course is designed to be completed within a prescribed amount of time, with responsibilities for each course thoroughly outlined to pace the program effectively. Students learn through a variety of media, including video lecture, animations, simulations, games and activities, and more. Students are engaged in skill-building labs and real-world exercises designed to translate what is learned into critical skill-building and preparation for entering a new career. This multi-sensory learning method allows the student to control their learning schedule, the content covered, and the pace of the training while receiving personalized support, guidance, and motivation from a dedicated Student Success team.

Method of Evaluation and Grading:

This MedCerts course is considered PASS/FAIL. At the end of each chapter (lesson), students must pass a mandatory review quiz to proceed to the next chapter, with a final exam at the end of the course. Quiz and final exam grades are available immediately after completion of the quiz/exam. Each may be re-taken until a satisfactory score is achieved. This is to ensure that the student is more easily able to identify difficult/challenging areas where improvement may be needed, re-focus efforts on these areas, and then re-assess for mastery of content. To receive a PASS grade for the course, students must view all video chapters as assigned, access all required activities within the Learning Management System (LMS), and pass each chapter review quiz and the final exam with a minimum score of 80%.

Offline Supplements, Instruction & Review:

There are no offline components related to this course. Some modules of this course come with electronic demo files, that can be used by the student to demonstrate activities shown within the training modules. To use these files, students must have access to the Microsoft software. Please note, there is no demonstration or at-home assignments due for submission related to these files, therefore the use of these files is purely optional.

Instructional Content, Text, and Training Materials:

Microsoft Windows 10 (MedCerts)
Recorded Video-Based Lecture/Instruction

Microsoft Word Level 1 and 2 (MedCerts)
Recorded Video-Based Lecture/Instruction

Microsoft Excel Level 1 and 2 (MedCerts)
Recorded Video-Based Lecture/Instruction

Microsoft Outlook Level 1 and 2 (MedCerts)
Recorded Video-Based Lecture/Instruction

Microsoft Visio Level 1 (MedCerts)
Recorded Video-Based Lecture/Instruction

Microsoft PowerPoint Level 1 and 2 (MedCerts)
Recorded Video-Based Lecture/Instruction

Microsoft Office 365 – Core Applications (MedCerts)
Recorded Video-Based Lecture/Instruction

Course Objectives:
- Prepare, edit and enhance documents in Microsoft Word
- Apply methods to organize, calculate and analyze information using Microsoft Excel
- Utilize multiple options for exchanging information and managing activities using Microsoft Outlook
- Create effective and robust presentations using Microsoft PowerPoint and design various types of diagrams using Microsoft Visio
- Collaborate effectively with the use of Office 365 Web Apps, OneDrive, and Skype for Business

Course Description:

This set of courses will provide the range of skills needed to create professional-quality documents and effectively communicate and collaborate within an office environment. The content covered includes how to create, edit and enhance documents in Microsoft Word, how to organize, calculate and analyze information in Microsoft Excel, how to exchange information and manage your activities in Microsoft Outlook, and how to create effective and robust presentations in Microsoft PowerPoint. Additional skills will include how to create and format various types of diagrams with Microsoft Visio and how to collaborate effectively with the use of Office 365 Web Apps, OneDrive, and Skype for Business.

Course Outline:

WEEK 1

Microsoft Windows 10 End User

This course is designed to familiarize users with the Microsoft Windows 10 operating system. Users will login and learn basic functionality and navigation, review new functionality to Windows 10, review file management and customization with File Explorer, customize and personalize various areas out the Windows 10 operating environment, and work with applications and programs including installing, updating, and troubleshooting. Users will also become familiar with Microsoft Edge, the newest Internet browser. Edge functionality and new features will be reviewed.

Microsoft Word Level 1

This course is designed to introduce students to the basic functionality and user interface of Microsoft Word 2016. In this course, students will learn the basics of saving and opening documents and review the interface. Students will practice text navigation, selection, entry, and various other text formatting and editing commands and features. Additionally, students will work with bulleted and numbered lists, tables, and their various features and options. Students will also work with graphics and the various tools available in Word 2016 to format and edit them. Lastly, this course will cover various options for viewing documents, proofing options for documents, and settings to prepare document for distribution and publication.

Microsoft Word Level 2

This is the intermediate course in the Microsoft Word 2016 series. This course expands upon the topics covered in the Word 2016 Introduction course. In this course, students will work with, create, manage, and customize Styles, Templates, and Themes. Students will also work with various types of data in Word using Tables, advanced Copy and Paste commands, and Charts. Students will then review advanced document layout options in Word and various collaboration tools. Lastly, students will work with graphic elements such as pictures, text boxes, shapes, the Drawing Canvas, SmartArt, Text Effects, Typography Effects, WordArt, and Equations. Additional graphic element features such as grouping, layering, and moving objects will also be covered.

WEEK 2

Microsoft Excel Level 1

Microsoft Excel is one of the major workhorses in the Microsoft Office suite of applications and arguably the most widely-used Office product. A solid understanding of how to use this program is vital to nearly everyone in most industries today. This course is designed specifically to teach you the fundamentals of Excel and give you the skills you need to begin to create and manipulate worksheets. Specifically, you will understand how to create, save, enter data, and print spreadsheets in addition to learning how to create formulas and use functions to calculate in Excel. You will learn how to enter data, format spreadsheets, manipulate columns and rows, add headers and footers, and use page setup options to prepare them for printing. You will also learn how to handle large worksheets or multiple workbooks, use styles and themes, insert various graphic objects, and options for proofing your workbooks.

WEEK 3

Microsoft Excel Level 2

This course is designed to be the intermediate level of Excel 2016. Students will learn how to link workbooks and worksheets, work with named ranges, and intermediate Logical and Lookup functions and formulas. Students will also be

introduced to and work with Tables and PivotTables, including sorting and filtering. Additionally, students will work with Charts, work with Flash Fill, work with subtotals and outlining, and learn how to customize the Excel environment.

WEEK 4

Microsoft Outlook Level 1

This course is designed to teach students the basics of Microsoft Outlook 2016 and help them gain familiarity with the Outlook environment and basic functionality. Students will learn the basics of email, how to use the Help feature, how to create and send messages, and how to work with attachments. Students will also learn organizational techniques through the use of folders, views, categories, flags, and searching. Additionally, students will review printing options, automatic replies, contact creation and management, calendar use and management, task and note creation and management, message options, and email signatures.

Microsoft Outlook Level 2

In this course, students will expand upon their existing knowledge and learn and use advanced features of Microsoft Outlook 2016. Students will modify and manage message options, track and delivery options, voting options, contact options, calendar options, and other advanced Outlook features. Students will also review advanced calendar and task usage, rules and automation, cleanup commands, sharing options, advanced graphic options, junk mail options, import and export features, and how to back up their Outlook data.

WEEK 5

Microsoft Visio Level 1

This course teaches the basic functions and features of Visio Professional 2010. The primary focus is to get acquainted with creating the different diagrams using the stencils and templates. You will learn how to draw basic shapes and compound lines and arrange objects. You will also learn how to create diagrams, work with text, and apply formatting. Finally, you will create organization charts and brainstorming diagrams, set shape properties, and work with pages.

Microsoft PowerPoint Level 1

In this course, students will get started with PowerPoint 2016 and become familiar with the Ribbon, interface, and navigation options. Additionally, students will create a presentation and work with various features and commands to make it easier to work in PowerPoint. Students will also review presentation editing options, text formatting options, various graphic options and insertion methods, how to add, edit, and format tables and charts in a presentation, and various presentation preparation and delivery options.

WEEK 6

Microsoft PowerPoint Level 2

In this course, students will learn the various collaboration tools in Microsoft PowerPoint 2016 such as reusing slides, creating slides from Word, and working with Excel. Students will learn to utilize the power of Slide Masters, create custom themes, and design custom templates. In addition, students will learn to create exciting presentations by animating text and objects, add slide transitions, and use advanced graphic features including SmartArt, and audio and video. Finally, students will present like a pro by using advanced presentation features including annotations, hyperlinks and action buttons, timings, recordings, and creating videos, and review additional advanced slideshow options.

Microsoft Office 365 – Core Applications Level 1

This course is an introduction to the Microsoft Word, Excel, and PowerPoint Online apps as part of the Office 365 suite of products.