COURSE INFORMATION

Course Number: NDAY 6700

Course Title: Basic Word in a Day

Course Description: This introductory course book will equip new students with an overview of Word basics, providing a beginner level foundation of the application.
Students will be engaged with hands on learning as they apply learned concepts to create relevant, mock work examples such as a brochure, resume table and more.

Suggested Course Prerequisite(s): Microsoft Windows and the ability to type at least 20 wpm.

Course Resources: Textbook(s):
FastCourse Microsoft Word 2019 and 365: Level 1
Labyrinth Learning
ISBN-13: 978-1-64061-175-7

Student Learning Outcomes: Documents 101 – Creating Documents. Formatting & Editing Text; Introducing Tables – Formatting, Stylizing, & Data Sorting. Visual Objects – Shapes, WordArt, SmartArt, Pictures & Text Boxes. Creating Business Reports - Arranging Text in Columns, Tab Stops, Headers & Footers and more.

Certification Notes: N/A

Next course recommendation: Intermediate Word In a Day

Lesson Plan – by week or session:

Module 1: Creating and Editing Business Documents
Module 2: Creating a Résumé in a Table
Module 3: Creating a Promotional Brochure
Module 4: Creating Reports

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance.
Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.
Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.
Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Refund Policy: Please refer to www.collin.edu/ce/inforegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act:
Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is

the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.