

COURSE NAME: ZBUS 101 MICROSOFT WORD**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the essentials of Microsoft Word and word processing. Upon completion of this course students will be able to explain how to 1) identify new documents, text boxes, charts, passwords, password properties, and quick access toolbar and how to create, navigate, view, and save documents, 2) describe the proper use of indentations, spacing and gridlines, editing tools for paragraphs and styles, add page borders, insert symbols, and create headers and footers, 3) recognize ribbon groups and tools, font sizes and columns, the find, replace, and go to tools, equations, and symbols, including check spelling and grammar, and 4) explain the page numbers, headers, footers, dates, times, line numbers, page breaks, orientations, hyperlinks, pagination, pictures, clip Art, smart art, word art, drop caps, watermarks, page colors, tables, and excel spreadsheets.

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. .

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

- A. Access to a printer or printing shop such as FedEx Kinko's
- B. Access to high speed Internet and a reliable computer
- C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

- D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.
- E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.
- F. Late Assignment Policy:

If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.