

COURSE SYLLABUS: Microsoft Word NA-21-40

Course Name: Microsoft Word

Instructor: Donny Wise, QuikiTech Founder and CEO, MSEE

Hours to complete this course: Between 20 to 40 hours

Is this approved by LAUSD? Yes. It is approved for 1 Salary Point by LAUSD and UTLA.

How do you process the Salary Points: As the instructor, I, Donny Wise, will send in paper work on your behalf.

Requirements to Pass: You need to finish the course with a passing score of 51% or higher – which is very doable.

When do you have to finish the course: You have **1 year** to finish the course from the time you start the course. You do not need to start until you are ready.

How many lessons are there? 6 Lessons + an Overview Lesson at the beginning – so a total of 7 lessons.

Course Overview

During this course, you will learn how to teach your students to write essays, create brochures, compose reports, and do a variety of other compositions with the world's most popular document editing tool: Microsoft Word. First we bring you to the basics of how to use the tool yourself, and then we guide you in to how to create lesson plans that teach your students to use this tool. This class is great for teachers who have computer labs at their school and are looking for clear and simple content to help students use computers effectively in real life scenarios.

Presenter's Bio

Donny Wise, QuikiTech Founder and CEO, has been an educator for 20 years, in addition to working for UCLA, Hughes Space and Communication, Monster.com, IDC, and RAND Corporation. He received a B.S. in electrical engineering from the University of Washington and a M.S. in electrical engineering from UCLA. His experience in curriculum development, technology training and professional development training has enabled him to build a pipeline of instructional education material from kindergarten through college. He founded QuikiTech based on the



conviction that the promise, hope, and future of society rests on the shoulders of our children. He lives in Los Angeles with his wife Ruth and two children who are currently in the Los Angeles public school system.

Course Objectives

After completing this course, educators will:

- Obtain a firm grasp on how to introduce students from K-12 to Microsoft Word.

Learning Outcomes

After completing this course, educators will be able to:

- Use Microsoft Word effectively for their own personal use
- Teach their students how to use Microsoft Word

Syllabus

Overview: A tour of the major features of Microsoft Word

Lesson 1: Getting started (creating your first document)

Lesson 2: The Ribbon

Lesson 3: Table of Contents, Headers and Footers

Lesson 4: Templates

Lesson 5: Microsoft Templates

Lesson 6: Project Based Learning

Methods of Instruction

Videos

- Video presentations are given by the instructor and are accompanied by PowerPoint slides
- Lessons include links to relevant lectures from various experts in the field

Reading Portions

- Lesson text is included in each course
- Links are provided to reading portions and helpful websites

Quizzes

- Multiple-choice quizzes follow several of the lessons to check for understanding of reading portions and video content



Assignments

- Open-ended responses based on questions and prompts are given to solidify the lesson content

Passing Requirements

In order to receive credit for this course, the participant must complete all lessons— including videos and reading portions—submit all quizzes and complete all assignments. All assignments must receive a 51% or above to pass the course.

For more information, email [QuikiTech.com at myquikitech@gmail.com](mailto:myquikitech@gmail.com)