

## Skilled Computer Training Center

**Full course outline:** Approved on Tuesday, June 09, 2009

**Course title:** Microsoft Office 2007

**Course duration:** 3 months

**Delivery type:** On centre

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### DESCRIPTION

This course will provide an introduction to Microsoft office. It will cover MS Word, MS Access, MS Excel, and MS PowerPoint. In particular, it will provide an understanding of what is expected in general office work using Microsoft office in terms of creating office documents, database, reports, sharing data, slide design and presentation.

### LEARNING OUTCOMES

On completion of this course, students should:

1. Get familiar with word
2. Display information effectively
3. Format documents
4. Add finishing touches to document
5. Develop general office word skills
6. Finalize documents and print
7. Get familiar with access
8. Build database
9. Manage data and find with queries
10. Developing office access skills

11. Finalizing database with finding quires
12. Get familiar with excel
13. Create chart in excel
14. Share data using excel
15. Slide design
16. Preparation of PowerPoint presentation

#### UNIT CONTENT

1. Introduction to Microsoft and its product
2. Professional issues: office standard word documentations, presentations and data management
3. Legal issues: copy right and freedom of information in an official document
4. Learning organization: understanding role of computer in office environment
5. Personal skill development: negotiation and professional presentation of expectations in terms of official documentation

#### TEACHING AND LEARNING PROCESSES

Learning will be facilitated through seminars, workshops, case studies, group discussion, and internet. Soft materials might be provided.

#### TRAINEE ATTRIBUTES

The following attributes will be developed in this course:

- Ability to communicate
- Ability to work in teams
- Ability to understand official standard
- Ability to make general official documentation

**ASSESSMENT**

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| 1. Professional document writing                 | 50% |
| 2. Creating database and finding quires          | 25% |
| 3. Making slide presentation of commenced course | 25% |

**TRAINER**

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**DISCLAIMER**

Students, please note that this course outline may be updated immediately prior to the beginning of the course.