

7/1/20204

Course Outline

IT-Center School of Technology

Module Name: Microsoft Applications



IT Center



Microsoft Applications Educator

Ms. Lebohang Lepota



Course Description

This course provides college students with comprehensive knowledge and practical skills in Microsoft Office applications, essential for academic and professional success. The course covers fundamental computer concepts, Windows operating system, and detailed functionalities of Microsoft Word, Excel, PowerPoint, Access, Outlook, Publisher, and Office 365. Students will learn to create and manage documents, spreadsheets, presentations, databases, emails, and other office-related tasks, equipping them for various career opportunities in administrative, educational, and business settings.

Course Objectives

By the end of this course, students should be able to:

1. Understand basic computer terminology, types, hardware components, and software.
2. Navigate and manage the Windows operating system effectively.
3. Create, format, and manage documents using Microsoft Word.
4. Perform data entry, manipulation, and analysis using Microsoft Excel.
5. Create and enhance presentations using Microsoft PowerPoint.
6. Develop and manage databases using Microsoft Access.
7. Configure and use Microsoft Outlook for email management.
8. Design professional publications using Microsoft Publisher.
9. Utilize various Office 365 applications for collaboration and productivity.

Career Opportunities



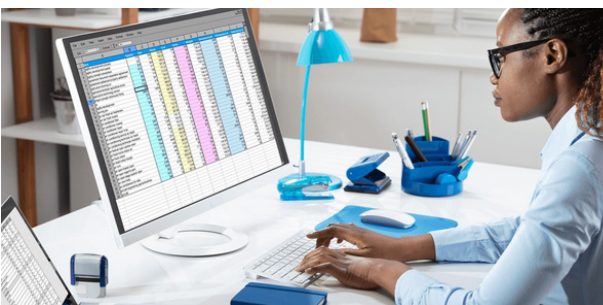
1. Administrative Assistant

- Answering phones
- Scheduling meetings
- Preparing reports
- Maintains databases
- Provides general administrative support to staff and executives.



2. Data Entry Clerk

- Inputs data from various sources into spreadsheets or databases
- Verifies data accuracy
- Updates records
- Generates reports as needed



3. Office Manager

- Manages office budgets
- Orders supplies
- Oversees clerical staff
- Organizes meetings
- Ensures compliance with company policies and procedures.



4. Database Manager

- Designs and maintains database systems
- Ensures data security
- Performs regular backups
- Optimizes database performance
- Generates reports from database queries.



5. Business Analyst

- Analyzes business processes
- Develops project plans
- Creates business models
- Prepares reports
- Presents findings to stakeholders.



COURSE CONTENT

WEEK 1

BASICS OF COMPUTERS, COMPUTER OVERVIEW:

- Exploring Computer Types
- Hardware Components
- Computer Benefits and Limitations
- Software

- Typing & Mouse Clicking

WEEK 2

WORKING WITH WINDOWS

- Exploring Windows
- Settings
- File Management

- Internal Assessment 1

WEEK 3

MS OFFICE WORD

- Exploring Word Interface
- Creating, Saving and Printing a Word Document
- Opening, Renaming and Deleting already created Document Editing Text
- Formatting a Document
Formatting text and Paragraphs

WEEK 4

MS OFFICE WORD CONTINUATION

- Working with Tables
- Graphics in a Document
- Referencing
- Using Mail Merge

- Internal Assessment 2

COURSE CONTENT

WEEK 5

MS OFFICE EXCEL

- Exploring Excel Interface and backstage view
- Entering Data in Work-Sheet
- Performing basic operations in Excel and on data
- Modifying worksheets
- Managing worksheets and Manipulating Data

WEEK 6

MS OFFICE EXCEL CONTINUATION

- Sorting and Filtering Data
- Working with Formulas and Function

WEEK 7

MS OFFICE EXCEL CONTINUATION

- Working with Charts and Graphics
- Pivot Tables and Pivot Charts
- Security
- Internal Assessment 3

WEEK 8

MICROSOFT POWERPOINT

- Creating and enhancing a Presentation
- Working with Graphics
- Working with Transitions and Animations
- Creating Countdown Timers and Credits
- Internal Assessment 4

COURSE CONTENT

WEEK 9

MS OFFICE ACCESS

- Exploring Access Interface
Creating and Opening Databases
- Working with Tables
- Creating tables in a database

WEEK 10

MS OFFICE ACCESS CONTINUATION

- Creating and Executing queries
- Creating Forms and Reports

WEEK 11

MS OFFICE ACCESS CONTINUATION

- Working with Expressions and Operations
- Table Relationships

- Internal Assessment 5

WEEK 12

MS OFFICE OUTLOOK

- Configuring Outlook with no Email Support
- Working with Email Support

COURSE CONTENT

WEEK 13

MS OFFICE PUBLISHER

- Creating Templates
- Adding Text and Adding effects to Text
- Inserting and Adding Effects to Pictures
- Saving the Document

- Internal Assessment 6

WEEK 14

OFFICE 365

- Teams
- OneDrive
- OneNote
- Planner

WEEK 15

OFFICE 365 CONTINUATION

- Discussing other Office 365 Apps

- Practical Test - Internal Assessment 7

WEEK 16

FINAL ASSESSMENT

- Written (Final project for 3 Weeks)
- Practical (Presentations of final project in class)

- FINAL ASSESSMENT (8)

COURSE ASSESSMENT METHODS

Assessment Method	Description	Weight	Aligned Course Learning Outcomes
Course work	The Internal Assessments overall mark	40%	<ul style="list-style-type: none"> • Basic Computer Concepts • Windows Operating System • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Microsoft Access • Microsoft Outlook • Microsoft Publisher • Office 365 Applications • General IT Skills
Examination	Examination Mark	60%	<p>Comprehensive understanding and usage of advanced functionalities and application of the following MS Applications:</p> <ul style="list-style-type: none"> • MS Word, • Excel, • PowerPoint, Access, • Outlook, • Publisher, and • Office 365
The Final Assessment Mark	40% Course Work + 60% Exam	100%	Get Certified Or Not



Approvals

“Come learn with us at IT-Center School of Technology”

Signature: *S. Kala*
Name: Sebolele Kala
Title: Manager

Signature: *L. Lepota*
Name: Lebohang Lepota
Title: Instructor

Signature: *R. Ramoshee*
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