MS Office Specialist

Duration: 18 Months

Audience: Novice/First Time Computer User

Delivery Method: Self-Paced (Facilitator)
Admission Requirements: Grade 10 or Equivalent

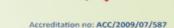
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NATIONAL

COMPUTER COLLEGE

Media, Information and Communication Technologies Sector Education and Training Authority

Accelerating quality skills towards an information savvy society

At Course Completion:

After completing this course, students will be able to:

- Have a clear understanding on computer basics, terminology & application
- Acquire the competency & knowledge they need to use a computer on a daily basis
- International Certification from Microsoft MOS (MS Office Specialist)

Course Content:

Typing MS Office PowerPoint 2010 Level 1 Introduction to PC's using Windows 7 MS Office PowerPoint 2010 Level 2 MS Windows 7 Level 1 MS Office Access 2010 Level 1 MS/Office Word 2010 Level 1 MS Office Access 2010 Level 2 MS Office Word 2010 Level 2 MS Office Access 2010 Level 3 MS Office Word 2010 Level 3 MS Office Access 2010 Level 4 MS Office Excel 2010: Level 1 MS Office Outlook 2010 Level 1 MS Office Outlook 2010 Level 2 MS Office Excel 2010: Level 2 MS Office Excel 2010: Level 3 MS Office Outlook 2010 Level 3

Assessment of program:

** International Assessments need to be completed.

Cost of these external Assessments need to be booked & paid for at least Four (4) working days prior to writing.