

# MS Office Specialist

**Duration:** 18 Months  
**Audience:** Novice/First Time Computer User

**National Computer College**

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mictseta

Media, Information and Communication Technologies  
Sector Education and Training Authority

Accreditation no: ACC/2009/07/587

Accelerating quality skills towards an information savvy society

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

## 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 Excel 2010: Level 2	MS Office Outlook 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.**