

## SHORT COURSE DETAILS

**1. Name of Series**

Certificate programme for Business

**2. Name of Course**

Micro Award in Basic Software Application

**3. Synopsis of Course (60-word limit)**

The course covers the concepts, benefits and limitations of Microsoft Excel, Word and PowerPoint. It is also help students to acquire the knowledge and skills of using spreadsheet, word processing and presentation program using real data.

**4. For Whom?**

- Students who are waiting for their SPM results or its equivalent
- Students from other institutions
- Students who have completed SPM/Certificate

**5. Course Outcomes (100-word limit)**

By the end of the course, students will be able to:

- Understand the basic features and function of Microsoft Excel, Word and Powerpoint techniques
- Apply appropriate functions in Microsoft Excel, Word and Powerpoint effectively
- Use the Microsoft Excel, Word and Powerpoint to create professional and academic documents

**6. Delivery Mode**

Online Lecture and tutorials. Online assessment.

**7. Duration of Course**

Minimum 7 weeks and Maximum 14 weeks

3 hours per week.

Cumulative learning 1 credit hr for the total course

**8. Level of Course & Microcredential Credit Value, if any**

Certificate/3 credit hour per subject

**9. Course Outline**

- Introduction to Microsoft Office
- Microsoft EXCEL Basics & Formatting Worksheet
- Managing your workbooks & Editing a Workbook
- Formulas & Working with the Forms Menu

- Working with Charts & Pivot Tables
- Formatting Documents
- Previewing and Printing Documents
- Getting start with POWERPOINT & Creating Basic Presentation
- Creating and Editing Presentations
- Working in Outline View
- Designing Your Slides & Animating Your Slides

**10. Short Bio of Trainer/s (50-word limit)**

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