INTRODUCTION TO PERSONAL COMPUTING

INTRODUCTION
Computer literacy is a must for anyone wanting to succeed in their chosen career, be it in Marketing, Finance, Human Resource Management, General Management or any other specialist field. The aim of this short learning programme is to introduce the student to those software applications most widely used throughout the world, namely MS Windows®, MS Word®, MS Excel®, MS PowerPoint®, MS Internet Explorer® and MS Outlook®.

WHO SHOULD ATTEND
• People with limited or no computer knowledge wanting to gain computer literacy.
• Those who wish to gain a working knowledge of MS Office® 2013 applications.

DURATION
Lectures are conducted twice a week in the evening or on a Saturday morning over 9 weeks.

PROGRAMME MATERIAL
The short learning programme fee includes all programme material, which becomes the property of the student. This material constitutes a valuable source of on-going reference.

PROGRAMME EVALUATION
Students will be required to submit a Portfolio of Applied Learning or elect to use the Cengage online assessments.

PROGRAMME OUTLINE
Introduction to Computers
• How to use a computer.
• How to use computer hardware devices and peripherals.
• Understanding MS Windows® as an operating system.
**Introduction to MS Word 2013®**

- The fundamentals of MS Word®, which include the Word® environment, the use of the quick access toolbar, tabs and ribbons.
- The creating, typing, formatting and editing of text and documents.
- How to open, save and print word documents.

**Introduction to MS Excel 2013®**

- The fundamentals of MS Excel®, which include the Excel® environment, the use of the quick access toolbar, tabs and ribbons.
- The use of cells and their references.
- Basic formulae and functions.
- Creating graphs
- Formatting.
- Printing worksheets and workbooks.

**Introduction to MS PowerPoint 2013®**

- Creating, editing and adding or removing slides to a presentation.
- Formatting text and graphics.
- Converting text to smart art.
- Inserting pictures, video, audio, objects, tables and charts.
- Applying design themes and background styles.
- Setting slide transitions and timings.
- Animating objects.

**Internet and E-mail**

- Browsing the web using a web browser.
- Using search engines to find information.
- Navigating and displaying websites on a new tab or window.
- Getting started with MS Outlook®.
- How to access your e-mails, check for new e-mail messages as well as the sending and receiving of e-mail messages with or without attachments.
- Working with e-mail messages.
- Schedule a meeting
- Sharing of calendars
CERTIFICATION

Introduction to Personal Computing is a short learning programme (SLP) that is certified by The Independent Institute of Education (The IIE). Students enrolled in this short learning programme can apply, on successful completion, to be exempt from the equivalent full qualification module when registering for a full qualification with The IIE.

The IIE short learning programmes (SLPs) that are available through The Business School have been specifically designed for working adults. These SLPs differ from The IIE full qualifications that are available through Varsity College and which are registered on the National Qualifications Framework. Before you register you must ensure that the programme you select best suits your individual learning and workplace objectives.

THE INDEPENDENT INSTITUTE OF EDUCATION – ACCREDITED BY THE BRITISH ACCREDITATION COUNCIL

The IIE is internationally recognised and accredited by the British Accreditation Council (BAC). The BAC has been responsible for setting standards within the independent further and higher education sector for 25 years. Their accreditation is held by hundreds of colleges in the UK and internationally. They provide the leading mark of educational quality for the sector, which is used by students, parents, agencies and beyond as a guarantee of standards. For more information please visit http://www.the-bac.org/