

## **Course Title: Certificate in MS Office**

### **Course Overview:**

This comprehensive training program is designed for beginners seeking to develop foundational skills in MS Office applications and basic computer usage. Participants will gain hands-on experience with MS Word, Excel, PowerPoint, Access, Publisher, e-mail, Windows OS, and online essentials. The course provides a solid foundation in essential software and computer skills, empowering learners to navigate the digital world with confidence.

### **Course Objectives:**

- 1) Familiarize participants with the key features and functionalities of MS Word, Excel, PowerPoint, Access, Publisher, e-mail, Windows OS, and online essentials.
- 2) Develop essential computer literacy skills, including file management, internet browsing, and online communication.
- 3) Enhance proficiency in creating, editing, and formatting documents using MS Word.
- 4) Gain basic data entry and manipulation skills using MS Excel.
- 5) Create visually engaging presentations with MS PowerPoint.
- 6) Learn the fundamentals of database management using MS Access.
- 7) Develop basic desktop publishing skills with MS Publisher.
- 8) Understand and utilize e-mail communication effectively.
- 9) Navigate the Windows operating system, including file organization, system settings, and software installation.
- 10) Familiarize participants with essential online tools and practices for efficient digital collaboration and communication.

### **Target Audience:**

This course is ideal for individuals with limited or no prior experience in using MS Office applications and basic computer skills. It is suitable for students, entry-level professionals, seniors, or anyone looking to enhance their computer literacy and gain proficiency in MS Office tools.

**Learning Outcomes:**

Upon completion of the course, participants will be able to:

- 1) Navigate and utilize MS Word, Excel, PowerPoint, Access, Publisher, e-mail, Windows OS, and online essentials with confidence.
- 2) Create, edit, and format documents effectively using MS Word.
- 3) Perform basic data entry and manipulation tasks in MS Excel.
- 4) Develop visually appealing presentations using MS PowerPoint.
- 5) Understand the fundamentals of database management using MS Access.
- 6) Utilize basic desktop publishing techniques with MS Publisher.
- 7) Demonstrate effective e-mail communication skills.
- 8) Navigate the Windows operating system and perform essential file management tasks.
- 9) Utilize online tools and practices for efficient digital collaboration and communication.

**Modules to Be Covered:**

- 1) Introduction to Computers and Operating Systems
- 2) Essential Computer Skills and File Management
- 3) MS Word Fundamentals
- 4) Introduction to MS Excel
- 5) Creating Effective Presentations with MS PowerPoint
- 6) Database Management Basics with MS Access
- 7) Desktop Publishing with MS Publisher
- 8) Effective E-mail Communication
- 9) Navigating Windows OS
- 10) Online Essentials for Collaboration and Communication

**Mode of Delivery:** Blended online and through instructor-led classroom sessions, providing a hands-on learning experience with guided exercises and practical examples. Participants will have access to the necessary software applications and tools during the training sessions.

**Mode of Assessment:**

Assessment will be conducted through practical exercises, quizzes, and assignments to evaluate participants' understanding and application of the concepts taught

**Fees:** 300,000/= UGX