

OFFICE ASSISTANT LEVEL 1 CERTIFICATE COURSE OUTLINE
© MARITIME BUSINESS COLLEGE

Students must have a working knowledge of computers and computer software to successfully operate a small business or be employable in today's job market. The following software applications are essential in almost any business environment.

COMPUTER SUBJECTS

Beginner Keyboarding	90 hrs
Windows Vista	10 hrs
MS Word 2007 Level 1	110 hrs
MS Excel 2007 Level 1	40 hrs
MS Outlook 2007	10 hrs
MS PowerPoint 2007 Level 1	10 hrs
MS Access 2007 Level 1	30 hrs

TOTAL COURSE HOURS **300 HRS**

12 weeks

Summer: Start Date: 6 June 2011 End Date: 26 August 2011

Winter: Start Date: 3 January 2012 End Date: 23 March 2012

**CERTIFICATE AWARDED UPON SUCCESSFUL COMPLETION
EVALUATION BY TESTING (WRITTEN & PRACTICAL) AND ASSIGNMENTS
PASS 70% IN ALL SUBJECT AREAS**

METHOD OF EVALUATION

*Students are tested regularly throughout the program in all subject areas. Pass for all tests and assignments is 70%. **Final marks:** cumulative average X 90% + 10% attendance. Minimum 80% overall attendance (cumulative average of attendance for all subjects) required for graduation with a diploma.*

Students who fail a particular subject may write a supplemental exam during the final month of study. The supplemental exam is based on material covered over the entire course. These exams are graded pass or fail and the highest achievable mark is 70%.

KEYBOARDING

Course Hours: 90

Course Description:

Keyboarding techniques, methods, and drills.

Course Goal:

To develop touch keyboarding skills and minimum typing speed of 40 nwpm.

WINDOWS

Course Hours: 10

Course Description:

Hands-on computer training with step-by-step instruction to learn the functions and techniques of the Windows operating system. Students begin with basic terminology and work through a series of labs and review exercises to master the system.

Course Goal:

To learn the commands and understand the concepts of the Windows operating system.

DOCUMENT PROCESSING WITH MS WORD

Course Hours: 110

Course Description:

Basic and some intermediate word processing techniques and formatting of business documents in Microsoft Word.

Course Goal:

To learn word processing with MS Word and become familiar with the program's features through hands-on computer training in the theories and practical applications of one of the most popular word processing programs. Step-by-step instruction and exercises ensure students have a thorough knowledge and skill in document preparation and formatting.

To learn how to format business correspondence and reports.

Microsoft EXCEL

Course Hours: 40

Course Description:

Hands-on computer training with step-by-step instruction in Microsoft Excel, electronic spreadsheet. Students learn how to create and print well-designed spreadsheets, and how to edit and format data, perform calculations, and create charts.

Course Goal:

To learn to design, create, edit, and enhance spreadsheets with Excel.

Microsoft OUTLOOK

Course Hours: 10

Course Description:

To familiarize students with the many features of Outlook such as setting up a calendar to plan meetings and appointments, using the contact feature to store names, addresses, and other data, and accessing notes where you can formulate ideas and save reminders.

Course Goal:

To show the students how to use a personal information management system to organize their schedules and keep track of contacts.

Microsoft POWERPOINT

Course Hours: 10

Course Description:

Wherever the meeting--boardroom, classroom, courtroom--this is the modern way to captivate an audience and effectively make your point. Students receive hands-on computer training, with step by step instruction, to learn the features of Microsoft PowerPoint graphics presentation software.

Course Goal:

To learn to design, create, edit, and enhance graphics presentations on the computer.

Microsoft ACCESS

Course Hours: 30

Course Description:

Hands-on computer training with step-by-step instruction in Microsoft Access, a relational database management system. Students learn how to plan and create databases, enter data, edit data, design forms, and print.

Course Goal:

To learn how to create and use a computerized database using Access and appreciate the many advantages this software brings to the office environment.