

### Certificate in MS Office

Key items	Course
<b>Course Title:</b>	<b>Certificate in MS Office</b>
<b>Course Reference No.:</b>	-
<b>Funding Availability:</b>	NA
<b>Funding Validity Period:</b>	NA
<b>Course Overview:</b>	MS Office skill and Knowledge are compulsory requirement of today for both professional and personal use. This 2-day certificate course in MS office covers basic and intermediate theory and practical applications of how to use a computer and the various applications through a combination of lectures and hands-on practical sessions.
<b>Who Should Attend:</b>	<ul style="list-style-type: none"> <li>• Anyone who are looking to gain knowledge and improve their MS office skills for development on both personal and professional fronts</li> </ul>
<b>Course Objectives:</b>	<ul style="list-style-type: none"> <li>• Participants will be well versed with commands in MS word, Excel and PowerPoint sessions/</li> <li>• Participants will be equipped with skills to format professional documents using Microsoft word.</li> <li>• Familiarize with Microsoft Excel and calculate by simple formulas and functions and manage multiple worksheets</li> <li>• Able to create PowerPoint slides for presentation and create apply animation to control the appearing of the objects</li> </ul>
<b>Course Duration:</b>	16 hours (incl. of 2 hours assessment)
<b>Course Fees:</b>	\$350
<b>Mode of Instruction:</b>	Classroom-facilitated Training
<b>Mode of Delivery:</b>	Full-time/Part-Time
<b>Mode of Assessment:</b>	At the end of the course, learners are required to complete a total of 2 hours of written assessment.
<b>Attendance Requirement:</b>	Trainee must achieve 75% attendance for the entire course
<b>Passing Criteria:</b>	Written Assessment: 70% to Pass
<b>Qualification:</b>	Upon successful completion of course and assessment, learners will be awarded Certificate of Successful Completion endorsed by Avanta Academy.
<b>Entry Qualification:</b>	Learners are assumed to: <ul style="list-style-type: none"> <li>• ESS Workplace literacy and numeracy Level 3 and above</li> </ul>
<b>Average Teacher to Student Ratio:</b>	1:12