

Johannesburg Polytechnic-Imagine the Possibilities!

Education: "...that which reveals to the wise,
and conceals from the stupid,
The vast limits of their knowledge." **Mark Twain**



Braamfontein Campus:

P.O. Box 31938 Braamfontein, 2017 South Africa
No. 27 De Beer Street
Kenlaw Building
Braamfontein 2001
Tel: +27 11 403 9851 Fax: +27 11 403 2625
Email: info@johannesburgpolytechnic.com
Web: <http://www.johannesburgpolytechnic.com>

Corporate Training

CERTIFICATE IN SOFTWARE APPLICATIONS-END USER COMPUTING

Course Duration:	4 Months
Periods:	Two Hours Periods per Day or 4 Hours Saturdays
Registration:	R 200.00
Instalments:	R675.00 per Month X 4 Months
Total Fees:	R 2900.00 (Including Registration Fee)
Requirements:	ID Copy, Fully Filled Registration Form

BANKING DETAILS FOR EFT/CHEQUE AND CASH DEPOSITS

Account Name:	Johannesburg Polytechnic
Account No:	4072087713
Account Type:	Current-Cheque
Bank:	ABSA-South Africa
Branch Code:	632005
Branch:	Market Street
Swift Code:	ABSAZAJJ
Quote Reference:	MMRC1-STUDENT NAME

(Please Fax the Deposit Slip to 086 653 2089)

TYPING CLASSES:

Touch typing classes available at R500.00 per month. The ideal speed is 35WPM

COURSE OUTCOMES

By the end of this course, the learner must be able to create office documents, format them save them and print them. Learners must be able to troubleshoot most problems related to software applications. The learner must also be able to give general advice on computer specifications and understand most commonly used terms in office computing. The course is assessed by both continuous assessment tests (CAT) as well as written practical paper of two hours for each module. Candidates must pass with 50% to qualify for an award. The course medium of instruction is English.

COURSE PRE-REQUISITES

An adequate understanding of both spoken and written English, basic numeracy and at least Grade 8 level of formal education.

MODULE ONE-INTRODUCTION TO COMPUTERS

In this module you will learn:

1. Computer systems background
2. Definitions of terms
3. Hardware
4. Software
5. Networks

By the end of the course you should be able to differentiate between various aspects of computers and give computer specifications.

MODULE TWO-WINDOWS OPERATING SYSTEMS

In this module you will learn:

1. The various Windows Operating Systems
2. Arranging Icons, Windows desktop, Windows Explorer, My Computer
3. Creating Folders, renaming folders, checking the file size
4. File Management : Copying and Moving files
5. Launching programs using the program submenu, shortcuts and creating shortcuts
6. Printing and House Keeping jobs

MODULE THREE-MICROSOFT WORD

In this module you will learn:

1. Creating a new document in Microsoft Word
2. Formatting Word Documents

a	Bold	f	Tab Stops
b	Italics	g	Font, Font size, Style
c	Underlining	h	Using Formatting toolbar and menu
d	Alignments	i	Numbered and Bulleted Lists
E	Indentation	j	Tab stops

3. Saving Word Documents using different file formats
4. Creating Tables, deleting columns and rows, inserting columns and rows, shading, merging cells
5. Inserting Objects, Pictures, Charts, Graphs, Maps, Date and Time, Customizing drawn objects
6. Drawing Objects: Auto shapes, Square, Rectangles, Word Art
7. Spelling and Grammar
8. Applying themes to your word documents
9. Printing word documents

MODULE FOUR-MICROSOFT EXCEL

- a) In this module you will learn:
- b) Introduction to Spreadsheets
- c) Cell referencing
- d) Data entry in cells
- e) Formatting Spreadsheets
- f) Simple Formula7067685
- g) Printing Excel workbooks

MODULE FIVE-MICROSOFT POWERPOINT

Under this Module you will learn:

1. Introduction to presentations
2. Creating a presentation using a wizard, using a template or by a blank presentation
3. Customizing a presentation using layouts, Animating objects in a presentation
4. Rehearse dressing a presentation, Presenting the presentation-project

MODULE SIX-MICROSOFT OUTLOOK

By the end of this module you will have done:

1. Internet as mean of communication, Internet in business, advertising, marketing and public relations, Microsoft Outlook as an email client, Setting up an email Account in Outlook and on a web browser, Inbox, Creating Email Drafts
2. Outbox, Deleting mail
3. Archiving Mail

MODULE SEVEN: MICROSOFT ACCESS

By the end of the module, the learner must be able to:

- Create Tables, Create Forms and sub forms
- Create Queries (Select Queries, Cross tab Queries, Update Queries and SQL Queries)
- Create Reports and Sub reports, Create Macros
- Enter data and link to other Microsoft Programs

MODULE EIGHT: INTERNET AND DATA COMMUNICATION

By the end of this module the learner must be able to:

- Define various terms used in data communication e.g. Internet, Cyber, Information superhighway, ecommerce, e-government etc
- Appreciate the role of internet in modern business
- Apply knowledge of internet by: browsing using various browsing software e.g. Internet explorer, Mozilla firefox, Safari and Google Chrome
- Use internet web based emailing accounts to send messages e.g. gmail, windows live and webmail
- Appreciate and apply for jobs online using various job boards online e.g. jobmail, careerjunction and pnet.
- Research on various topics as given in the portfolio work at school
- Learn how to appreciate other cultures by visiting websites from different countries.

CONCLUSION

By the end of this Course you should be able to handle most of the applications that are in the market today even if they are not Microsoft Based. This is because Windows Operating System is the most widely used operating system in the world. We hope that this introductory course will be of much benefit to you.

Course Coordinator