

IT SKILLS

IT Skills is a course based on software applications from the Microsoft Office Suite. The units in this course are applicable across a range of roles in a business and are designed to give a well-developed understanding of the software functionality to be able to communicate effectively in a business environment and produce sound records.

DELIVERY MODE

The learning and assessment materials for this course are published online on CTI's Learning Management System (LMS). The primary resource for this unit is a series of short interactive videos, which demonstrate software skills from a basic to semi-advanced level. Students are expected to work through the videos sequentially to gain knowledge about the software functionality and learn skills associated with software use.

ASSESSMENT

In this course, the assessment of learning is structured and is both formative and summative. Students are expected to engage in self-assessment through the completion of interactive elements in the videos. For each unit students must complete and submit a variety of tasks to submit to a trainer for formal assessment.

SUPPORT

Each student will be allocated a trainer who will be available to assist them throughout the learning process and manage the assessment of their work. Students and their trainer will communicate primarily by email and telephone. There is the option of arranging an online meeting if required.

2017 UNITS

Microsoft Word includes

- Working with and editing text and graphics
- Formatting
- Using styles, themes and templates
- Collaborating with Word

Microsoft Excel includes

- Editing workbooks and formatting worksheets
- Building formulas
- Using charts and tables
- Analysing data
- Working with macros

Microsoft PowerPoint

- Working with presentations
- Formatting and themes
- Transitions and animations
- Delivering a slide show

Microsoft Outlook

- Mail
- People
- Calendar
- Tasks