QUALIFICATION: MICROSOFT OFFICE SPECIALIST (MOS 2016)
MODE OF DELIVERY: PART-TIME CLASSES (MELVILLE, DURBAN OR CLAREMONT)

DESCRIPTION

This course is designed for individuals who already have foundational knowledge and skills in Office 2007 or Office 2010, and are interested in transitioning from an earlier Office version to Office 2016.

This course is right for you if you have one or more of the following training or career needs:

- Identifying new and enhanced features that are common across all applications in Office 2016
- Modifying documents using Microsoft Word 2016
- Enhancing worksheet data using Microsoft Excel 2016
- Augmenting a presentation using Microsoft PowerPoint 2016
- Creating a database using Microsoft Access 2016
- Utilising mail, calendars, contacts and tasks in Microsoft Outlook 2016.

PROGRAMME PURPOSE

This course builds upon the foundational Microsoft Office 2007/2010 knowledge and skills you have already acquired.

PROGRAMME OUTCOMES

After you have successfully completed this course, you should be able to do the following:

1.   Word

Microsoft Word 2016 (Part 1)		
Create a document	Navigate through a document	Format a document
Customise options and views for documents	Print and save documents	Insert text and paragraphs
Format text and paragraphs	Order and group text and paragraphs	Create a table

Modify a table	Create and modify a list	Create and manage reference markers
Create and manage simple references	Insert graphic elements	Format graphic elements
Insert and format SmartArt graphics		

Microsoft Word 2016 (Part 2)		
Manage documents and templates	Prepare documents for review	Manage document changes
Perform advanced editing and formatting	Create styles	Create and manage indexes
Create and manage references	Manage forms, fields and mail merge operations	Create and modify building blocks, macros and controls
Create custom style sets and templates	Prepare a document for internationalisation and accessibility	

2.   Excel

Microsoft Excel 2016 (Part 1)		
Create worksheets and workbooks	Navigate in worksheets and workbooks	Format worksheets and workbooks
Customise options and views for worksheets and workbooks	Configure worksheets and workbooks for distribution	Insert data in cells and ranges
Format cells and ranges	Summarise and organise data	Create and manage tables
Manage table styles and options	Filter and sort a table	Summarise data by using functions
Perform conditional operations by using functions	Format and modify text by using functions	Create charts
Format charts	Insert and format objects	

Microsoft Excel 2016 (Part 2)		
Manage workbooks	Manage workbook review	Apply custom data formats and validation
Apply advanced conditional formatting and filtering	Create and modify custom workbook elements	Prepare a workbook for internationalisation
Apply functions in formulas	Look up data by using functions	Apply advanced date and time functions
Perform data analysis and business intelligence	Troubleshoot formulas	Define named ranges and objects
Create advanced charts	Create and manage pivot tables	Create and manage pivot charts

3.   PowerPoint

Microsoft PowerPoint 2016		
Create a presentation	Insert and format slides	Modify slides, handouts and notes
Order and group slides	Change presentation options and views	Configure a presentation for print
Configure and present a slide show	Insert and format text	Insert and format shapes and text boxes
Insert and format images	Order and group objects	Insert and format tables
Insert and format charts	Insert and format SmartArt graphics	Insert and manage media
Apply slide transitions	Animate slide content	Set timing for transitions and animations
Merge content from multiple presentations	Finalise presentations	

4.   Microsoft Project

Microsoft Project 2016 (Part 1)		
Identify project management concepts	Navigate the Microsoft Project 2016 environment	Create a new project plan
Define a project	Assign a project calendar	Add tasks to a project plan
Import tasks from other programmes	Create a work breakdown structure	Define task relationships
Schedule tasks	Add resources to a project plan	Create a resource calendar
Enter costs for resources	Assign resources to tasks	Resolve resource conflicts
Optimise a project plan	Set a baseline	Share a project plan

Microsoft Project 2016 (Part 2)		
Enter task progress	Update task progress with SharePoint	Update work
Update costs	View project progress	Add custom fields
Create custom views	Analyse a project plan	Edit the task list
Reschedule tasks	Update a baseline	Format and share a chart view
View existing reports	Create custom reports	Create a visual report
Change project options	Create a project plan template	Share resources
Link project plans		

MORE ABOUT MICROSOFT OFFICE SPECIALIST (MOS)

Although Milpark is offering contact-learning classes and distance-learning tuition towards the *Microsoft Office Specialist (MOS) Certification*, the course is examined and certified by Certiport (http://www.certiport.com). When you pass a Microsoft Certification exam, you become a member of the Microsoft Certified Professional

(MCP) community with access to all of the benefits provided through the Microsoft Certification Programme. You can use your Microsoft account to access the MCP member sites, where you will find many ways to keep your skills relevant, applicable and competitive.

The exams you pass and the certifications you earn become part of your official transcript, which you can allow potential employers to access directly. A Microsoft Certification is an industry standard that is recognised worldwide and can help open doors to potential job opportunities.

ADMISSION REQUIREMENTS

- Grade 10 (Standard 8, or equivalent)
- Basic computer literacy
- Access to a computer.

English Proficiency

Applicants are required to be proficient in English prior to admission to the course. Applicants whose first language is not English may be required to provide proof of proficiency.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, formative assessments and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments.

Having access to the abovementioned online facilities is essential for efficient communication, learning and success. You will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

Minimum system requirements:

1. MICROSOFT OFFICE SPECIALIST software; students are required to purchase this software.
2. Reliable broadband Internet access
3. Firefox/Internet Explorer/Chrome web browser
4. Microsoft Word
5. PDF Viewer
6. Ability to scan and upload documents
7. Email/Cellphone for notification and communication.

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to do reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications), to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark* (*myCourses*).

ASSESSMENT

Microsoft Office Specialist (MOS) exams are provided by Certiport – not Milpark College. You can register for an exam on Certiport's website at http://www.certiport.com.

Preparing for Your Microsoft Exams

We recommend that you review your study material in its entirety before you schedule a Microsoft exam. The exams will measure your ability to accomplish the technical tasks within each subject.

Microsoft Exam Policies and Scoring

For all information on Microsoft Exam Policies and Procedures, and Answers to Frequently Asked Questions, visit the website www.microsoft.com/learning/en-us/certification-exam-policies.aspx.

Microsoft Exam Question Types and Formats

Your MOS exams might include adaptive testing technology and simulation items. Microsoft does not identify the format in which exams are presented. To help you prepare for your exams, Microsoft recommends that you have hands-on experience with each product and that you use your study material.

MOS exams are primarily performance-based and conducted in a 'live' or simulated environment. In the MOS exams you will be asked to perform a series of tasks to demonstrate your skills. For example, a Word exam might ask you to balance newspaper column lengths or keep text together in columns. Each exam also has a time limit with a set number of questions.

Microsoft Exam Duration

A typical Microsoft Exam takes up to 90 minutes.

Where to Take Your Microsoft Exams

All Microsoft Office Specialist (MOS) exams are administered by Certiport. Direct your questions about exam schedules and pre-registration to the Certiport location (http://www.certiport.com/locator) where you intend to take the exam.

Where to Find Your Microsoft Exam Results

Your Microsoft exam results will be displayed on your screen immediately after you have completed a Microsoft exam.

DURATION

For part-time contact classes, please enquire at your nearest Milpark campus.

CERTIFICATION

On successful completion of the exam for each module, you will receive (via email) an official certificate from Certiport, within two to three weeks.

FURTHER STUDIES

National Certificate End User Computing, Level 3

PRICING

Your Milpark College course fee includes the following:

- Your prescribed books
- Milpark College tuition.

Please contact Milpark College for the current course fee.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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