

MacMaine School of Computing(MSC)



in association



LONDON CAPITAL COMPUTER COLLEGE

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## Certificate in Computer Applications, Social Media and Professional Skills

Computer Applications	Social Media	Professional Skills
<ul style="list-style-type: none"> <li>• Introduction to Computers</li> <li>• Windows Operating Systems</li> <li>• Word</li> <li>• PowerPoint</li> <li>• Excel</li> </ul> <p><b><u>5 weeks; 2 days per week @ 2 hours per day</u></b></p> <p><i>[This course only cover basics; more detailed learning is covered in 5 day training per module.]</i></p>	<ul style="list-style-type: none"> <li>• Social media</li> <li>• Your Digital Footprint</li> <li>• Twitter and LinkedIn</li> <li>• Presentation of Individual Online Profile</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Development Planning (PDP)</li> <li>• SWOT Analysis</li> <li>• Presentation Skills</li> <li>• Report Writing</li> <li>• Numeracy</li> </ul>

**\$250.00 + \$10 Registration Fee (50% paid on registration)**

[8 week programme – 2 days per week @ 2 hours per day]

**Main Target Group** → **Students awaiting results**  
*Professionals should take this course as 5 days per module*

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## Program Outline

### Computer Applications *(Exercises given at the end of each lesson)*


- Week 1 Introduction to Computers**  
 1.1 Computer parts/specifications  
 1.2 Computer Data measurements (byte, kilobyte, megabyte, gigabyte, terabyte etc.)  
 1.3 Computer types  
 1.4 Check computer space and calculate the size in Gigabytes or Terabytes
- Week 2 Windows Operating System**  
 2.1 Purpose/function of operating systems  
 2.2 Different operating systems  
 2.3 Boot-up process  
 2.4 Memory (RAM/ROM)  
 2.5 Starting/logging on a computer  
 2.6 Navigating Windows  
 2.7 Creating files/folders  
 2.8 Control Panel settings
- Week 3 Word**  
 3.1 Navigating Word screen layout  
 3.2 Typing basic paragraphs  
 3.3 Formatting using Bold, Underline, Centre, Colours etc.  
 3.4 Creating tables  
 3.5 Designing a CV, Letter etc.  
 3.6 Creating/inserting/drawing shapes  
 3.7 Inserting pictures
- Week 4 PowerPoint**  
 4.1 Creating and formatting slides  
 4.2 Creating organisational chart  
 4.3 Inserting pictures in slides  
 4.4 Creating transitions  
 4.5 Creating presentations for a given task
- Week 5 Excel**  
 5.1 Navigating Excel Spreadsheet  
 5.2 Understanding Sheets and Workbooks  
 5.3 Using formulas (addition, subtraction, multiplication and division)  
 5.4 Inserting rows and columns  
 5.5 Creating Charts  
 5.6 Formatting/Designing a spreadsheet

### Social Media *(Exercises given at the end of each lesson)*

- Week 6 Social media and your Digital Footprint**  
 6.1 What is social media?  
 6.2 Social Media business uses and employability  
 6.3 Social Media terms and definitions  
 6.4 Benefits and disadvantages of using social media  
 6.5 Your Digital Footprint  
 6.6 What do you use social media for?  
 6.7 Create a Twitter account and start following companies, conferences, potential employers.  
 6.8 Create a LinkedIn account that will get you noticed  
 6.9 Manage your professional online identity  
 6.10 Start using your online identity to make connections

### Professional Skills *(Exercises given at the end of each lesson)*

- Week 7 Personal Development Planning (PDP), SWOT Analysis, Presentation Skills Numeracy and Report Writing**  
 7.1 What is PDP?  
 7.2 What is SWOT Analysis?  
 7.3 Presentation Skills  
 7.4 Time Management Strategies  
 7.5 Report Writing
- Week 8 Numeracy Skills**  
 8.1 Percentages, Fractions & Ratios  
 8.2 Algebra and Equations

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- 8.3 Means  
 8.4 Variances  
 8.5 Standard Deviations  
 8.6 Correlations  
*[8.3 – 8.6 can only be used if training those taking a 5 day course in Professional Skills!]*

**Week 9 Written Test**  
**Day 1 General Numeracy Test**  
**Day 2 Excel Test (Hands on using Computer)**

*[Certificates issued from London; hence can take up to 12 weeks]*

## Program outline

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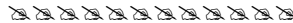
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