



International Training Institute
School of Information Technology

OFFICE APPLICATION (2042)

2016 VERSION

February Semester, 2025

Course Outline

Introduction

Hello Everyone! First and foremost, I would like to welcome you all to this course **Office Application**. My name is **Mr Nick Nandoma** and I am the Course Coordinator, which means I will be in-charge of all the assessment tasks like tests, assignments, projects and exams. Other lecturers who will also teach this course are:

1. **Ms. Lucy Varvara**
2. **Ms. Ludy Huahunio**
3. **Ms. Batshiba Ilau**
4. **Mr. Yomba Stanley**
5. **Mr. Elliot Pitalot**
6. **Mr. Jerome Kris Semos**
7. **Mr. Makali Peter**

Course Description

This course is very useful to students who have the desire to master Office Application Programs like Word, Excel and PowerPoint. It has been designed for Diploma students in Accounting, Business Management, Human Resource Management and Information Systems.

Since Information Technology plays a very important role in almost all fields and industries, it is of paramount importance to learn and know as much as you can in this course so that you can be a very important asset in the near future when you get out to this competitive world.

This course will lead you to learn and adapt to some of the world class skills in creating attractive and professional-looking documents to manipulating numerical and text data in worksheets and workbooks or creating meaningful and attractive power point slides to present to an audience. Generally, it will give you the step by step skills you need the most in Word, Excel and PowerPoint. Our lab sessions and lectures will be based on Microsoft Office 2016 Package.

Furthermore, you will really enjoy some of the newest features incorporated into Office 2016, unlike Office 2007, 2010 and 2013. It is full of features designed to make learning productive and hassle free.

This course Office Application is broken down into three (3) different units. They are Microsoft Word 2016, Microsoft Excel 2016 and Microsoft PowerPoint 2016.

Plagiarism

Plagiarism or copying other people's work word by word or sentence by sentence is a very serious academic offence. Your assessment will be heavily penalized for that matter.

Absenteeism

Absenteeism does not go well with your performance. Your absenteeism is your decision to choose your future. Lessons covered will not be repeated for the convenience of those

who are absent. The onus is on you (students) to ensure you get value out of your money by not being absent.

Study Schedule

Week	Unit	Lesson	Assessment
1	Introduction		
2	Windows Essentials (Optional) Microsoft Office 2013 Microsoft Word 2016 (Book 1)	Chapter 1. Introduction to Microsoft Word 2016 Chapter 2. Getting Started with Microsoft Word 2016	Assignment 1
3		Chapter 3. Basic Text Editing Chapter 4. Formatting Text and Paragraphs	Practical Exercises
4		Chapter 5. Working with Page Layout	Practical Exercises
5		Chapter 6. Inserting and Formatting Tables	Practical Exercises
6		Chapter 7. Working with Images and Illustrations Chapter 8. Proofing and Reviewing Documents	Practical Exercises
7		Chapter 9. Inserting Specials Elements Chapter 10. Exercises and Projects	Practical Exercises
8		Assignment 1 Due	
9 -10		Mid Semester Exam	
11	Microsoft Excel 2016 (Book 2)	1. Getting Started with Excel 2016 2. Saving your Work 3. Commands 4. Formulas & Functions	Assignment 2
12		5. Graphs and Charts 6. Borders and Gridlines 7. Printing a Spreadsheet	Practical Exercises
13	Microsoft PowerPoint 2016 (Book 2)	1. Getting Started with PowerPoint 2013 2. The PowerPoint Window	Practical Exercises
14		Test 1 (MS Excel) Practical	
15		3. Developing a new presentation 4. Tools in the Ribbon 5. Adding/Deleting Slides	Assignment 2 Due
16		6. Designing and Customizing Slides 7. Adding Borders and Fill Colour 8. Saving your Presentation	Practical Exercises
17	STUDY BREAK		
18 -19		Final Examination	

Assessment Schedule

Assessment Task	Due Date	Weight	Marks
Assignment 1	Week 8	13%	120
Assignment 2	Week 15	13%	TBA
Test 1 (Practical)	Week 14	14%	TBA
Mid Semester Exam	Week 9 - 10	20%	100
Final Exam	Week 17-18	40%	100

Grading

The grading system and the cut-off marks that will be used to assess you are as follows.

Grading System

Marks Range	Grade	Description	Grade Point (GP)
< 50	F	Fail	0.00
50 – 54	P	Pass	1.00
55 – 59	P+	Pass Plus	1.33
60 – 64	C-	Below Credit	1.67
65 – 69	C	Credit	2.00
70 – 74	C+	Credit Plus	2.50
75 – 79	D	Distinction	3.00
80 – 84	D+	Distinction Plus	3.50
85 – 89	HD	High Distinction	3.75
>= 90	HD+	High Distinction Plus	4.00

Lecturer Consultation Times

Lecturer	Day	Time	Email Contacts
Ms Lucy Varvara			lvarvara@iti.ac.pg
Ms. Batshiba Ilau			bilau@iti.ac.pg
Ms. Ludy Huahunio			lhuahunio@iti.ac.pg
Mr. Elliot Pitalot			epitaloit@iti.ac.pg
Mt. Yomba Stanley			ystanley@iti.ac.pg
Mr. Jerome Kris Semos			jksemos@iti.ac.pg
Mr. Makali Peter			mpeter@iti.ac.pg

Course Materials

Office Application Books 1 & 2.