



Instructor-Led Training

Duration:	From 1 Day
Audience:	Any Individual wanting to become Computer Literate within a limited time. Aimed at Companies wanting to send employees on short courses.
Delivery Method:	Instructor (Classroom)
Admission Requirements:	Grade 12 or Equivalent

At Course Completion:

After completing this course, students will be able to:

- **Have a clear understanding on computer basics, terminology & application.**
- **Acquire the competency & knowledge they need to use a computer on a daily basis.**

Course Content:

Typing
Windows
MS Word Basic
MS Word Intermediate
MS Word Advanced
MS Excel Basic
MS Excel Intermediate
MS Excel Advanced
MS PowerPoint Basic
MS PowerPoint Intermediate
MS Access Basic
MS Access Intermediate
MS Access Advanced
MS Outlook Basic & Intermediate

Assessment of program:

- ** Depending on your specific requirement, we can do from In-House Assessments to International Examinations.
Cost for International Examinations are not included in the course fee & need to be paid before booking your exam.
Assessment per module will be compulsory for all learners to complete.

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