



PROFESSIONAL DEVELOPMENT PROGRAMMES

Faculty of Social Sciences

COMPUTER LAB TRAINING COURSES

MICROSOFT OFFICE 2013 ESSENTIALS

This is designed for persons with little or no knowledge of Office 2013. It will allow users to be proficient in the use of MS Word, MS Excel, and MS Powerpoint 2013

Duration: 8 Weeks

Start Date: Saturday August 5, 2017 | **End Date:** Saturday September, 23rd 2017

Time: 9.30 a.m.-12:30 Noon | **Cost:** \$2,000

MICROSOFT OFFICE 2013 INTERMEDIATE

This is designed for persons who already familiar in using the MS Office Suite. Participants will be able to build what was covered in the MS Office Essentials 2013 course.

Duration: 12 Weeks

Start Date: Saturday August 5, 2017 | **End Date:** Saturday October 21, 2017

Time: 1:30 p.m.-4:30 p.m. | **Cost:** \$3,000

FOR FURTHER INFORMATION AND APPLICATION FORMS

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