



# List of courses currently offered at The Faculty of Social Sciences Computer Laboratory

## ■ **CompTIA IT Fundamentals**

The CompTIA IT Fundamentals is the first step in the IT education process. It's ideal if you're considering a career in IT or if you work in an allied field that requires a broad understanding of IT.

**Duration: 8 Weeks (24 Hours)**

**Start Date: Saturday November 4th, 2017**

**End Date: Saturday January 20th, 2018**

**Time: 9.00 a.m.-12:00 Noon**

**Cost: \$2,500**

## ■ **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 (24 Hours)**

**Start Date: Saturday November 4th, 2017**

**End Date: Saturday January 18th, 2018**

**Time: 9.30 a.m.-12.30 p.m.**

**Cost: \$2,000**

## ■ **Microsoft Office 2013 Intermediate**

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

**Duration: 10 Weeks (36 Hours)**

**Start Date: Saturday November 4th, 2017**

**End Date: Saturday January 27th, 2018**

**Time: 1.00 p.m.-4.35 p.m.**

**Cost: \$3,000**

## ■ **Statistical Analysis Using SPSS**

SPSS (Statistical Package for the Social Science) is an instructor led classroom course that provides an application-orientation to SPSS. Students will review several statistical techniques and discuss situations in which they would use each technique, assumptions made and how to set up the analysis and interpret results. Students will better understand when and how to use these techniques and apply them with confidence, interpret their output and graphically display their results.

**Duration: 6 Days (18 Hours)**

**Start Date: Monday November 6th, 2017**

**End Date: Monday November 13th 2017**

**Time: 5:00 p.m. – 8:00 p.m.**

**Cost: \$2,000**

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### **FOR FURTHER INFORMATION**

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