



# UWI

ST. AUGUSTINE  
CAMPUS

THE FACULTY OF SOCIAL SCIENCES COMPUTER LABORATORY

# COMPUTER LAB TRAINING COURSES

## Microsoft Office 2016 Essentials

This course is designed for persons with little or no knowledge of Office 2016. It will allow users to be proficient in the use of MS Word, MS Excel, and MS PowerPoint 2016.

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

**Start Date:** Saturday July 14th, 2018

**End Date:** Saturday September 1st, 2018

**Time:** 9:30 am – 12:30 pm

**Cost:** \$2,000

## Microsoft Office 2016 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 2016 Essentials course.

**Duration:** 12 Weeks (36 Hours)

**Start Date:** Saturday July 14th, 2018

**End Date:** Monday September 29th 2018

**Time:** 1:30 pm-4:30 pm

**Cost:** \$3,000



**FOR FURTHER INFORMATION**

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