Course Outline

Computer Power User

Duration	6 weeks
Cost	100,000 NGN

Description:

This course is designed for candidates who already have the basic knowledge of PC application packages like Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

Do you want to know how to use a computer effectively? Do you want to advance your knowledge of basic application packages? Do you want to be more resourceful with the internet?

Your adventure starts here.

Target Audience:

- Adults who are seeking for jobs but lack the necessary computer skills
- Self-Employed individuals who wish to be able to better operate computers to make their work more efficient or who wish to know how they can turn computer to all-in-one box of efficiency and entertainment.
- Students who want to have a knowledge of computer operations and wish to even further their career at a faster pace.

Requirements(s):

No mandatory prerequisites exist for this course but it will be best if you have a PC.

The course will cover:

- Introduction to IT
- Computer Hardware/Peripherals
- Storage Components
- Advanced Spread Sheet (Microsoft Excel)
- Advanced Word Processing (Microsoft Word)
- Advanced Presentation (Microsoft PowerPoint)
- Database Development using Microsoft Access
- Design Concept using Corel Draw
- Research using the Internet

Career Prospects:

- Any work that will involve the use of computer