



CERTIFICATE IN COMPUTER APPLICATIONS

Target Group(s):

Anyone that wants to begin learning or advance their computer applications knowledge.

Main Objective:

The use and application of computer is increasingly notable in most of the work of institutions, organizations, researchers and the world of academia. This requires in-depth knowledge and skills in the use of various computer packages.

However, some people are unable to comfortably and professionally use some of some of the computer packages to do their work. It is at this background that Luigi Giussani Institute of Higher Education is offering a professional and in-depth training in computer Applications both beginner and advanced.

This course aims to improve the participants' knowledge and skills in the use and interpretation of Microsoft Word and Excel, acquire advanced use of Excel data and information; interpretation and presentation of numerical information displayed in tables and charts using Excel.

Content & Duration:

- **Module I:** Introductory Module (30 hrs) – Introduction to Word, Excel, and the Internet. Vacancies: 20 Students (Per Intake).
- **Module II:** Step by Step Excel 2010 (90 hours).

Training Methods:

Lectures, group discussions and presentations at the institute.

Duration: 120 hours (30 days).