



**EMPLOYABILITY
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COMPUTER BASICS TRAINING

ABOUT THE COURSE

This training offers one-on-one instructions and support to help you become a productive user of your computer. We demystify terminology and impart best practice skills for productive and secure use of hardware and software.

YOU'LL LEARN:

- Basic understanding of computer operations & functions
- Use of internet for job search & day to day usage
- Microsoft Word, Excel & PowerPoint at beginner's level
- Email; creation & usage
- Different platforms of Social Media

4 DAYS | \$400

*Fee is inclusive of all taxes



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