



Seabird College
EDUCATION FOR REAL LIFE

REGISTER TODAY! 2024



Let us help you achieve your educational goals!

COMPUTER STUDIES

LOCATED @ SEABIRD COLLEGE

START DATE: SEPTEMBER 24 TO DECEMBER 19, ON TUESDAYS FROM 5:00 PM TO 8:00 PM
(the last class is a Thursday, so there will be two classes to attend that week, Tuesday and Thursday)

COURSE OVERVIEW:

In today's digital age, computers play an integral role in personal, professional, and educational settings. This course is designed to equip students, regardless of their prior experience, with the essential skills needed to confidently navigate and utilize various computer applications.

For those new to computing, the course covers fundamental operations such as

keyboarding, word processing, emailing, and effective internet usage. Students with basic computer skills will be introduced to more advanced concepts, including proficiency in the Windows operating system, the Blackboard learning management system, Excel spreadsheet creation, electronic communication tools, PowerPoint presentations, and intermediate functionalities in Microsoft Word.

Whether you're beginning your computer education or looking to enhance your existing skills, this course provides a comprehensive foundation to support your academic and professional success.

For more information, contact;
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In partnership

