



NIMET

Skills Course: Computing Skills

Duration: 12 Sessions

This course will develop you to be proficient and understand all its functions on how to use it in the Industry in different Business world applications.

Admission Requirement:

Able to read and understand English

Course Content

1. Understanding Computer components and setting up.

Explaining computer components

Basic setting up a computer such as connecting power, VGA cable, mouse etc
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2. Word Processing

Format documents

Article citation

Mailings

Enhance a document through the use of tables and columns
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Create merged documents

3. Power Point Presentation

Prepare and produce a presentation according to given brief

Enhance presentation appearance



4. Spreadsheets

Create and edit Spreadsheets

Solve a given problem

Enhance the functionality and apply graph/charts to a Spreadsheets
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5. Using Electronic Mail

Enhance, edit and organise electronic messages using a GUI-based messaging application
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Use electronic mail to send and receive messages
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6. Using the Internet

Use computer technology to research a computer topic
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Principles of the internet and the world-wide-web

Searching the Internet

Using computer technology to research

- Course fees: R2500
- Additional costs: Books and any related material.

Disclaimer:

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