Program name	Duration:	Trainee entry level
5 Introduction to Computers and Office Applications Course	Month 45 training hours	Primary school certificate at least

Design of this program:

This course aims to provide trainees with basic computer knowledge and familiarity with the most important office applications used in the workplace. Participants will learn the basics of operating systems and file organization, in addition to basic skills in Microsoft Office programs such as Word, Excel, and PowerPoint

Overall Program Objective:

The course aims to provide participants with basic skills and introductory information on how to use computers and their applications, whether they are advanced students at school or university or employees. Through these courses, trainees are trained to open and save files and are trained on various applications, including word processing, spreadsheets, and presentation design

Detailed Program Objectives:

By the end of the course, the graduate will be able to:
- Understand computer components and operating principles.
- Work with the Windows operating system.
- Manage files and folders on the computer.
- Use Word to create and format documents.
- Enter data into Excel and create simple tables.
- Prepare presentations using PowerPoint.
- Learn the basics of using the internet and email.
The trainee will receive a
- Certificate of attendance or completion of the course.
- Master basic computer skills and office applications.
- Ability to perform basic office tasks using Microsoft Office programs.