

THE CENTER for CONTINUING EDUCATION (C.C.E.) at THE AMERICAN UNIVERSITY of KUWAIT

presents



Basic Computing Certificate Program

Improve your computer skills and enhance your career through this dynamic video-based courseware, and effective management systems. Our LearnKey courses provide expert instruction for popular computer software, technical certifications and application development. The course content is delivered on the Web, by enterprise network, and on interactive CD-ROM.

The program is comprised of five modules. Individual modules may be taken to meet specific needs or the entire five-course certificate program.

Basic Computing Certificate Program Outline:

Length of Course:

Microsoft Excel 2007 – 50 hours

Microsoft Access 2007 – 50 hours

Microsoft Outlook 2007 – 30 hours

Microsoft Word 2007 – 30 hours

Microsoft PowerPoint 2007 – 30 hours

Objectives:

The aim of the Basic Computing Certificate Program is to provide students with the following skills:

- *create or use powerful database solutions that make organizing, accessing, and sharing information easier than ever*
- *transform data into information, with powerful tools to analyze and share results*
- *solutions for managing and organizing e-mail messages, schedules, tasks, notes, contacts, and other information*
- *develop the ability to create an impact with your ideas, whether it's in person or online, through streaming audio and video within a slide show*
- *assist workers in communicating and sharing information, more easily and securely than before*

Learning Outcomes:

Microsoft Excel 2007

- Learn skills in one of the most powerful spreadsheet programs
- Produce impressive business documents easily and quickly
- Enhance your personal productivity and promotional value

Microsoft Outlook 2007

- Keep up-to-date on the most recent office applications
- Acquire leverage to better career opportunities
- Learn the latest information technology

Microsoft PowerPoint 2007

- Entertain your audience with creative, exciting, effective presentations
- Understand the steps to becoming a good presenter
- Enhance your presentations with powerful visual aids

Microsoft Access 2007

- Gain powerful database management skills
- Acquire leverage to better career opportunities
- Learn the latest information technology

Microsoft Word 2007

- Gain professional skills that can lead to MOS certification
- Increase your marketability with word processing skills
- Enhance personal productivity and technical credibility

To receive a Certificate of Achievement/Successful Completion for the program, you must successfully complete all five courses. For each course attended, you will receive a Certificate of Attendance for that course.

Full Basic Computing Certificate Program only KD 849

Individual modules are available.

Note: Courses are subject to enrollment restrictions.

Corporate rates are available upon request.

To register or get more information about this program, E-mail: cce@auk.edu.kw or call 1802040, 2224-8399, 2224-8398

Ext: 123, 124, 278, 460 or Fax: 2571-5821

P.O. Box 3323, Safat 13034, Kuwait

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Microsoft Excel 2007 – KD249

Whether you're a spreadsheet novice or an experienced professional, the Excel 2007 course can help you master spreadsheets. Practical examples are used to help you understand Excel fundamentals before moving into more advanced topics like graphs, charts, formulas and macros. At the conclusion of this course, you'll feel confident in your ability to use Excel 2007 for robust business applications.

Microsoft Outlook 2007 – KD149

Outlook 2007 is the next generation of e-mail application and there is more to Outlook now than ever before. Learn the skills, tips and tricks that will have you using Outlook to create your personal communications as we guide you through the innovations and techniques of navigation in the new Outlook interface.

Microsoft PowerPoint 2007 – KD149

Whether you're new to PowerPoint or an experienced user, be prepared to view this application in a new way. Experience a fun learning process while incorporating all disciplines needed to deliver an effective presentation, including the skills needed to effectively communicate your message. At the end of this module, students will be able to combine text, graphics, audio and video to create a professional presentation.

Microsoft Access 2007 – KD249

Learn how the ribbon makes it easier to find the exact tool you need, and how easy it is to synchronize your database with SharePoint servers. Take a step-by-step course through newly designed database templates to management and security of data to presentation and data sharing. At the conclusion of this module, you'll be organizing, retrieving and sharing data easily.

Microsoft Word 2007 – KD149

Microsoft Word is the most commonly used word processing tool at home and in the office. In this introduction to the new interface, we show you what's new, give you tips to easily accomplish tasks, and lead you through features such as themes, templates, formatting, printing and more.

Registration Open:

Sunday through Thursday

8:00AM - 8:30PM

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The course starting dates depend on the number of registrations.

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*Please note:
Instructors may vary due to
instructor availability*

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