



Fees Plan

Registration:	M	250.00
Tuition:	M	6 550.00
Exams:	M	150.00

Installment Plan

Registration and M 1 800.00
M 3 550.00 x 2 Months remaining

Complimentary Courses

Basics of Computers
Typing Skills
Communication Skills
Personality Development

New Introduced IT Course

Computers Security
CCTV Installation
CCTV Online Configuration

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Advanced Course In Microsoft Office 2013

Advanced



Advanced To MS Office 2013

Microsoft Office 2013 (codenamed Office 15[6]) is a version of Microsoft Office, a productivity suite for Microsoft Windows. It is the successor to Microsoft Office 2010 and the predecessor to Microsoft Office 2016.

This is an Advanced stage where students will study the course from the advanced level of MS office Application.

Mission

The creation of a sustainable education system, to ensure quality of education for every individual.

Course Outcomes

The objective of this course is to take the learners to the final level of Microsoft Office including Word, Excel and Outlook. This course will further familiarise users with the highly-advanced interface and features of Microsoft Office. It is designed to enhance the skills of a learner to perfection.

Course Requirements

Junior Certificate and MS Office Intermediate level COSC (Grade I2) with Microsoft Office Intermediate Any diploma / degree qualification with the above in Information Technology.

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Tuition: M 6 550.00

Exams: M 150.00



Other Services Offered

Study Abroad
Career Guidance
Online and Distance Learning
Educational Consultancy
Corporate Training

Our Policy

To maximize quality results by delivering desired information at a preferred level and quantity.

Approved and registered under the Ministry of Education and Training (Reg. No: 474.007) & Ministry of Trade (Reg. No. 2013/187).

Course Outline

MS Office Word 2013
MS Office Excel 2013
MS Office Power Point 2013
MS Office Project 2013
MS Office Outlook 2013

Objectives

The objective of this course is to maximise the learners existing office skills using these applications. This can be used for new employee induction training or for companies wanting to up-skill their current staff. People who use older versions of Microsoft Office, particularly 2003/2007/2010, will be amazed at the new features of Microsoft Office 2013.

Course Schedule Plan

Duration:

Min. 3 months To Max. 12 months

Contact Hours:

2 hours x 5 days a week

Class Times:

08:00 –10:00

10:30 –12:30

14:00 –16:00

16:00 –18:00

“You are responsible for your academic success and that is why we at IIMT, are responsible and here to facilitate the transformation process.”