



Fees Plan

Registration: M 250.00
Tuition: M 4 850.00
Exams: M 150.00

Installment Plan

Registration and M 1 800.00
M 2 950.00 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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Introduction Course In Microsoft Office 2013

Introduction



Introduction 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 Intermediate stage where students study the course from the intermediary 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 introduce Microsoft Office including Word, Excel and Outlook. This course will familiarise users with the interface and features of Microsoft Office. It is designed for computer users who are new to these tools and need to start working with MS Office.

Course Requirements

Junior Certificate

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 the course is to introduce learners to these office skills using this applications, as a new employee induction training program, 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.”