CERTIFICATE IN COMPUTER APPLICATIONS

Certificate in computer applications course below are ideal for those who wants to be proficient in computer especially those considering a professionalism in computer e.g. school leavers and college leavers.

Prerequisite: **None.**

Course content: *introduction to computer and operating system; Windows, Word, Excel, Access, Typing, CorelDraw, Internet.*

DESKTOP PUBLISHING SPECIALIST (Computer Graphics)

Desktop publishing or computer graphics course below is deal for those who want to be proficient in computing especially those considering a profession as Computer Graphic Designers e.g. school leavers and college leavers.

The students are exposed to professional computer like scanners, printers, laminators, CD writers plus many others.

Perquisite: (Windows ,Ms word)

Course content: CorelDraw 11/12, Adobe Page Makers Adobe Photoshop, Publisher e.t.c.

ICDL

The international computer driving License is a standard set up jointly by Europe's Major computer societies.

If you are on the road looking for a job, ICDL is the standard you should aim for. For those in employment, increased productivity result from professional use of untapped education applications residing on your machine. And for those who want to further their education ,most university masters programs now require proven proficiency in use of information system for research and is purposes.

Other course consists of the following modules:

/Basic concept of information Technology
/Using computer & managing Files
/Word Processing
/Spreadsheet using Ms Excel
/Database Management using Access
/Presentation using PowerPoint
/Information & communication

Other services offered by Vincom Computer Studies (k):
Advertising
Designing
Books, Magazine Stationary and stationery typesetting, Scanning, Lamination.
Just to mentioned a few!

Teaching Method: Personalized individual attention

(Each students has a personal tutor) **Extra** : We can arrange any course of your choice

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Vincom Computer Studies (k)

Computer
 Training
Prospectus

/Word Processing
/Spreadsheet
/Database Processing
/Presentation(s)

/Computerized Accounting
/Computerized Secretarial
/Communication(s)

Computer Training
&
Graphics Lab

/Publisher
/Pagemaker
/Photoshop
/Corel Draw

Vincom Computer Studies (K) P.o Box 14-40308, Sindo-Kenya

Situated at Oulo Building (Mutunga Computer Enterprise)

Tel: +254(0)726-564-132

History

Vincom computer Studies [(k)] and consultants was initiated the year 2008 , Month of Jan. The group was formed so as improved the Economy and the living standards of the people residing around the area. The most and important thing is to eradicate **ILLITERACY** on the new and latest Technology that has really captured the whole World Especially area of **COMPUTERIZATION.**

We therefore invite applications from Primary pupils, Secondary students, School leavers and any other interested person (s) who would like to purse the course. The Management is Optimistic and remains committed in seeing that quality services and **KNOWLEDGE is WELL** achieved.

Our Belief

"Develop your creativity and make Money!" We believe that Computer Training should be available to everyone. Proficiency in the computer field and it kills is increasingly recognized as a key to obtaining a good job.

Vincom computer Studies [(k)] makes you a "*True IT professional* " Tuition rates are reasonable, without any hidden charges ,training is Instructor- led , course - ware customize , and our equipment state -of – the- art .

At the End of the Course you will be able to:
Work as a secretary or advertising & graphic industry with adequate skills in publishing & designing with additional World Wide Web skills.
Operate, monitor and update, database, spreadsheets, in our environment. Secretarial , thesis writing e.t.c.
Demonstrate ability, initiative and competence in executive work using various computer packages. With career potential. Scale up to diploma and subsequently Degree programmes In IT.

Course Timing

Session take place from Monday to Friday on the following hours:
Morning: 9.00 am to 1100a.m   **Afternoon:** 2.00p.m to 4.00p.m
Mid-morning: 11.00p.m to 1.00p.m   **Evening:** 4.00p.m to 6.00p.m

PROFICIENCY COURSES

Introduction to computer and Ms Dos	10hrs	500
Windows and Managing files	30hrs	500
WORD PROCCESSING	30hrs	500
Ms Word		
DATABASE PROCCESSING	30hrs	500
Ms Access		
PRESENTATION	30hrs	500
Ms Powerpoint		
COMMUNICATIONS	30hrs	500
Internet Application		

COMPUTERISED SECRETARIAL

Typing Master	1Month	1000
Mavis	1Month	1000

DESTOP PUBLISHING

Corel Draw	1Month	3500
Ms Publisher	3Weeks	1500
Adobe Photoshop	1Month	3500

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