

MR. KAY

INTRODUCTION TO COMPUTER APPLICATIONS AND GOOGLE APPS

WHAT TO EXPECT IN THIS COURSE

- **COMPUTER APPRECIATION**
- **21st CENTURY TECHNOLOGY TRENDS**
- **INTRODUCTION TO MS WORD, EXCEL, PPT**
- **NETWORKS & INTERNET**
- **VIRUS & COMPUTER MAINTENANCE**
- **GOOGLE APPS**

ASSESSMENTS & EXAM

- **ONLINE TEST (10%)**
- **ATTENDANCE AND CLASSWORK (10%)**
- **PRESENTATIONS (20%)**
- **REQUIREMENTS: Laptop, basic knowledge of Computers**

PRESENTATIONS

- GROUPING
- GROUP LEADERS
- GROUP REPS
- PREPARATION

ATTENDANCE

- SEATING PATTERN
- SIGN IN

CERTIFICATES & PRACTICALS

- FEE (500)
- FLEXIBLE
- FAILING

CGPA

■ **BE PREPARED**

ICT TRAININGS

- Desktop Publishing
- Graphics & Design
- Blogging
- Web Design
- Programming Basics
- Basic repairs & Maintenance
- FEE N5,000 (~~N20,000~~)

BEST OF LUCK!

08036442235