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## **USBONG Education Training Course Guide**

### **Introduction to Computer Navigation**

Course Number: Usbong386

Period: 1 Hour

Form: Lecture + Practice

### **Course Description:**

In this training course, we use the computer to systematically count, file, and calculate data by navigating, observing, writing, and using methods to process main troubles. In addition, we make various reports.

### **Target Participants:**

Medical Secretaries

### **Prerequisites:**

None in particular.

### **Course Content:**

Navigating Microsoft Windows

Writing on Microsoft Office Suite's EXCEL

Generating Reports

### **Technologies:**

Microsoft Windows

Microsoft Office Suite's EXCEL

### **After completing this training course, the participant can do the following:**

File and Folder Control/Administration

Microsoft EXCEL Workbook Maintenance and Control/Administration

Automated Report Generation

Data Investigation Control/Administration