

COMPUTER & OFFICE AUTOMATION



COURSE OVERVIEW

This course is designed to provide participants with the knowledge of alternative method in information technology. Office Automation is varied computer machinery and software that is used to collect, store, manipulate and relay office information. Participants will also be exposed to the basic computer components and the backbone of office automation, terminology, hardware, software and security of office automation.

COURSE OBJECTIVES

Upon completion of this course, participants will be able to :

- Identify terms used in personal computer
- Identify hardware and software need for personal computer
- Prepare the platform for personal computer

THE UNIQUENESS OF THIS COURSE

- Hands-on training approach
- Industry-experienced trainers

WHO SHOULD ATTEND

This course is designed for those related to the area of Information Technology as well as in education line.

Target Group: Engineers, Technicians, Lecturers and Technical Teachers, Students.

KEY TOPICS

- Computer basics
- Introduction to Windows
- Word Processing – Microsoft Word
- Worksheet – Microsoft Excel
- Slide Presentation- Microsoft Powerpoint
- Data backup and security

METHODOLOGY

Lectures and practical exercises .

COURSE DURATION

3 Days

PRE-REQUISITE

None

CERTIFICATION

Certificate of attendance will be issued to those who fulfill 80% of attendance.

Minimum participants: 6 persons

For further details, please contact:

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