

OFFICE SKILLS CERTIFICATE



COURSE DETAILS

Duration: 2 Weeks

Fee: tsh 150,000

Timing: 3:00-4:30pm (M-F)

CONTACT US

Location: India street,
Sabodo parking
building, 10th floor

Email: Courses@pctl.co.tz

Tel: +255 22 213 3039

Fax: +255 22 213 7379

Cell: +255 718 385 424

Website: www.pctl.co.tz



**POWER COMPUTERS
TRAINING INSTITUTE**



PCTL_TRAINING

PREPARE YOURSELF FOR THE 21ST CENTURY CHALLENGES

With OSC you will get the skills needed by employers today,

Whether you are looking to expand your Office skills for personal use, embarking on a new career, or working towards career advancement, this is the course that suits you. We have organized our classes to get the student engaged in real life situations, so that you or your team can take the skills learned and apply them to everyday scenarios.

Office skills certificate is our new product that is 100% practical.

THE COURSE COVERAGE INCLUDES

- Printing using different print options. Print from your phone, printing different paper types e.g A3, A4, A5,
- Printing direct from the internet
- Printing pdf files, jpeg etc
- Scanning multiple pages, black and white, coloured, organizing your saved work etc
- BINDING, LAMINATION, PHOTOCOPYING
- PC security e.g. creating different accounts and passwords
- Dealing with emails e.g. Reply vs reply all, CC vs BCC, junk mails,
- Customizing your windows
- Organizing your work using folders and subfolders
- Using the internet efficiently .e.g. buying and selling