Microsoft Office Training Advert

Botswana Open Univerisity invites applications for training
in the following two weeks microsoft office courses:

Group A   **Date: 2nd Mar – 13th Mar 2020**

Course	Time	Requirements	Learners	Start/End Dates
Microsoft Word	0800 - 1000	None	15	2nd Mar – 13th Mar 2020
Microsoft Excel	1400 – 1600	Basic Computer Skills	15	2nd Mar – 13th Mar 2020

Group B   **Date: 16th Mar – 27th Mar 2020**

Microsoft PowerPoint	0800 - 1000	Basic Computer Skills	15	16th Mar – 20th Mar 2020
Microsoft Access	1400 – 1600	Basic Computer Skills	15	16th Mar – 27th Mar 2020
Internet & E-Mail	0800 - 1000	Basic Computer Skills	15	23rd Mar – 27th Mar 2020

Registration:	First come first serve basis	Mon 24th Feb – Fri 28th Feb 2020 :0730 hours
Venue	Computer Lab	**Botswana Open University** HQ-Gaborone

P605.00 per Course

Ms Word, Ms Excel, Ms Access: 2 weeks each/ 2 hours per day
Internet and Ms PowerPoint: 1 week each/ 2 hours per day

Payments of course fees are strictly done online

We accept the following cards

Spaces are limited

For further information call 3646119/3646050