Microsoft Office Training Advert

Botswana Open University

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

Group A   Date: 6th Aug – 17th Aug 2018

Course	Time	Requirements	Learners	Start/End Dates
Microsoft Word	0800 - 1000	None	15	6th Aug – 17th Aug 2018
Microsoft Excel	1800 - 2000	Basic Computer Skills	15	6th Aug – 17th Aug 2018

Group B   Date: 20th Aug – 31st Aug 2018

Course	Time	Requirements	Learners	Start/End Dates
Microsoft Access	0800 - 1000	Basic Computer Skills	15	20th Aug – 31st Aug 2018
Microsoft PowerPoint	1800 – 2000	Basic Computer Skills	15	20th Aug – 24th Aug 2018
Internet & E-Mail	1800 - 2000	Basic Computer Skills	15	27th Aug – 31st Aug 2018

Registration:	First come first serve basis	**Mon 30th July - Fri 3rd August 2018 :0730 hours**
Venue	Reception	BOU HQ-Gaborone

P550.00 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