

# INFORMATION TECHNOLOGY SCHOOL

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## *ADVANCED ICT*

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### **BACKGROUND**

The course is designed as a build up to the intermediate course to further enhance the IT skills of participants. It is expected that delegates attending this course would have attended Intermediate ICT course.

### **COURSE CONTENTS**

This program is designed to introduce participants to the advanced use of Microsoft Office productivity tool. It comprises of 5 modules:

1. Module 1: Advanced Microsoft Word
2. Module 2: Advanced Microsoft Excel
3. Module 3: Desktop Publishing
4. Module 4: PDF
5. Module 5: Consolidated IT Software

### **COURSE OBJECTIVES**

At the end of the workshop, participants will be able to;

1. Understand latest ICT applications
2. Provide practical 'hands-on' training in ICT applications;
3. Networks and cloud computing for resource sharing.
4. Use word-processor and desktop publishing applications with emphasis on MS Word, Adobe PageMaker and Corel Draw
5. Apply mail-merge facility in word processing
6. Use desktop publishing applications to develop their organizations' in-house publications
7. Apply technical and managerial skills in office administration
8. Use Internet facilities effectively

**TARGET AUDIENCE:** Executive and Senior staff of the Corporation, Banks, Regulatory and Supervisory Agencies

**DURATION:** 3 days

**DATE** **TBA**

**VENUE:** NDIC Academy, 32 Anthony Enahoro Street, Utako District, Abuja.