

Hands-On Computer Training For Better & Faster Opportunities !



Where Minds are
Challenged
&
Spirits Grow...

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Overview

This program is designed to help delegates from all levels acquire or improve their existing skills in keyboarding, word processing abilities, internet & research, emailing, designing presentations and using spreadsheets and automated formulas. It also prepares them for the Microsoft Office user Specialist (MOUS) Certification testing.

Who Should Enroll?

All individuals exhibiting work-ready behaviors or those who need to gain the specialized skills necessary for using a computer & any of its applications.

Course Information

Word, Excel, PowerPoint, Outlook, Access & Internet constitute the topics of this leveled program, with each level being spread over 2 weeks of training.