



Enrol for your **Digital Skills Passport (DSP) TODAY!**

What you get

- Computing Fundamentals
- Word Processing
- Databases
- Online IT Skills
- Productivity Management
- Desktop Computing
- Presentations
- Spreadsheets
- Computing Security
- Social Media in the Workplace

Course Duration

- 10 modules
- 100 hours in total for the course
- Around 10 hours per module
- After every module an exam of 30 minutes online

For only
P3,500
per license



For more info contact Empire Tech at

Tel: (+267) 3928 427 **Fax:** (+267) 3928428 **Email:** info@empiresynergy.co.bw

Computing Fundamentals



Fundamental knowledge required to confidently use a computer in the home or workplace. It includes:

- Desktop environment
- Outputs, managing files and storage
- Networking
- Concepts of security
- Best practice

Word Processing



Produce professional documents using word processing applications.

- Improving productivity
- Creating and managing documents
- Designing professional documents
- The use of tables and graphics
- Mail merging and formatting
- Outputs and print management

Databases



Databases are central to the efficient management of data in the modern business.

- How to understand databases
- How to create and search for records
- How to use tables, retrieve data
- Understand the use of objects and to create professional outputs

Online IT Skills



Essentials of socialising, studying and working online.

- Using the web, browsing and searching for information securely and effectively,
- Navigation and advanced search features, online communities, internet forums and chatrooms

Productivity Management



Understand the impact of technology on improving productivity.

- Streamlining work processes,
- Selecting the appropriate IT tools and interventions for project
- Developing solutions to improve efficiency and to remove cost, planning and project management

Desktop Computing



Being competent in the basics of computer literacy includes:

- Operating systems
- Managing files and folders
- Using windows
- Using common file types
- Data compression, storage and searching
- Print, security and document management

Presentations



Being able to design and deliver a professional presentation is a key skill in the modern workplace.

- How to design, create and display an attractive and professional presentation
- Using the latest software applications

Spreadsheets



Understand and produce accurate work.

- Work with spreadsheets to enter data into cells, creating lists
- Data, edit rows and columns in a worksheet
- Create mathematical and logical formulas
- Formula creation, choose, create, and format charts to communicate information meaningfully

Computing Security



Be safe and secure when operating on the web and in computer networks.

- Understanding data threats, privacy and copyright
- Network security, and secure data management
- Safely using the web, social media networks and email

Social Media in the Workplace



How to use social media channels positively, safely and effectively.

The main social media channels are covered in detail - including Facebook, YouTube, Linked In and Twitter.