ROSEBANK INTERNATIONAL University College

Est. 1909

SHORT LEARNING PROGRAMME

Basic Computer Skills for the Workplace

COURSE OVERVIEW

This hands-on course introduces participants to essential digital skills for the modern workplace. It covers foundational computing concepts, productivity tools (Microsoft Office), online collaboration, and cybersecurity best practices. Learners will gain practical experience in word processing, spreadsheets, presentations, and internet tools.

LEARNING OBJECTIVES

By the end of the course, participants will be able to:

- Understand basic computer hardware, software, and operating systems.
- Create and format professional documents using Microsoft Word.
- Build and analyze spreadsheets using Microsoft Excel.
- Design engaging presentations using PowerPoint.
- Use email, cloud collaboration tools, and calendars effectively.
- Apply cybersecurity best practices for safe computing.

COURSE MODULES:

Module 1: Computer Fundamentals
- Hardware/software overview
- Operating system navigation
- File management and personalization

Module 2: Word Processing
- Document creation and formatting
- Styles, tables, images, mail merge

Module 3: Spreadsheets
- Excel basics and formulas
- Advanced tools: VLOOKUP,
- PivotTables
- Charts

Module 4: Presentations
- Slide design and multimedia
- Storytelling and visual communication

Module 5: Online Communication & Collaboration
- Email, calendars, messaging apps
- Cloud tools: Google Drive, Teams, Zoom

Module 6: Cybersecurity Essentials
- Passwords, phishing, malware
- Backups and digital ethics

Module 7: Capstone Project
- Final report, spreadsheet analysis, and presentation

Course Information:
- **Course Fee:** GHC 1,500
- **Session (Days):** 4
- **Duration:** 16 hours
- **Level:** Beginner
- **Mode of Delivery:** In-person / Virtual
- **Venue:** RIUC

Who Should Attend:
- Office staff and administrative professionals
- Job seekers needing practical computer skills
- Students preparing for the digital workplace
- Business owners and managers
- Anyone looking to improve their proficiency in Microsoft Office and online tools

Certification:
- Certificate of attendance by Rosebank International University College

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Contact us:

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