



# ACCESS TRAINING INSTITUTE

Human Capital Development

An LBS Accredited Training Center

## Basic Computer Training for Students in Grade 3 to Grade 10

In order to keep your children engaged during this vacation, Access Training Institute Liberia is pleased to inform the public and parents that she will be offering an 8 Week Course in **Basic Computer Training** for Students in Grade 3 to Grade 10.

### Topics to cover include:

- ❖ Introduction To Personal Computer
- ❖ Definition of Computer
- ❖ Importance of Computer
- ❖ Information Processing
- ❖ Parts of a Personal Computer
- ❖ Turning On and Off the Computer
- ❖ Basic Typing Skills Development
- ❖ Typing keyboard symbols
- ❖ Basic Storage Devices
- ❖ Basic Input and Output Devices
- ❖ Introduction to the Desktop
- ❖ Launching Application
- ❖ Windows Management
- ❖ Managing files
- ❖ Computer Viruses
- ❖ Using Paint Brush
- ❖ Creating a Word Processing document
- ❖ Editing Word Processing document
- ❖ Inserting pictures in Word Processing Document
- ❖ Printing a Word Processing Document
- ❖ Creating e-mail account
- ❖ File and Folder Management

Registration is in Progress and will end July 15, 2018 (**EXPIRATION DATE: JULY 15, 2018**)

Classes start July 16, 2018.

### Cost of Training

Registration Fees: **5USD per Student**

Course Fees: **60USD per Student** (15% Discount will be given to parents with more than 2 students)

Total Fees: **65USD**

Duration of the Training is from July 16 to September 7, 2018

Training Venue: **Duport Road Junction, Paynesville City, Monrovia**

For more information, call 0778356444 - 0880626719 - 0886379378 - 0776006689 – 0777840807 -

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Access Training Also offer Computer Training for High School Graduates and University Students

Signed, Management, Access Training Institute Liberia