

INFORMATION TECHNOLOGY TRAINING

GRAPHICS DESIGN

This course is designed specifically for those with little or no working knowledge of Photoshop, and aims to deliver knowledge and skill in graphic designing. The course is also perfect for those who are currently working in the fields of marketing or advertising, who wish to expand into visual arts.

COMPUTER HARDWARE & NETWORK ADMINISTRATION

Computer hardware and network administration provides the basic concepts, terminology and skills in hardware, networking and the internet. The course is designed to provide foundation-level skills needed to install, operate, manage, maintain, and troubleshoot a network. It covers theoretical concepts and skills required for progression to higher levels. This course deals with the skills and knowledge needed for computer hardware and network administration.

MICROSOFT WORD ADVANCE TRAINING

In this fast-paced world where technology has become the backbone of almost every industry, specialized skills that come from Microsoft Office training have become essential knowledge for any organization to develop. This course imparts the advanced skills required to perform Microsoft word applications.

GOOGLE DOCS COLLABORATING TRAINING

This course is designed specifically for those with little or no working knowledge of Google Drive, Google Docs and Dropbox and to equip participants with the core skills needed to execute google drive, google docs and Dropbox to perform tasks.

OFFICE MANAGEMENT

This course focusses on developing supervisory, leadership and training skills. It also enables participants to analyse business problems and apply solutions using appropriate technology and strategies. This course further strengthens participants' understanding of the fundamental concepts of computer applications and their use. By the completion of this course participants will be able to apply knowledge and understanding in the areas of word processing, spreadsheet management and presentation, and making a simple database. Special emphasis is given to delivering the fundamentals of information technology.

MICROSOFT EXCEL ADVANCE TRAINING

Microsoft Excel is an essential tool for a company to have efficient and productive employees. Most business are already using Microsoft Excel; however, the full potential of this software is not usually completely utilized without Microsoft Excel training. This course imparts participants with advanced skills in Microsoft Excel in order to be productive in the business world.



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