

Certificate in Computer Application Operations (CAO)

This course is to enable candidates understand office automation tools to create office documents, technical reports, spreadsheet, presentation, design handbills, posters, brochures, etc., browse internet perfectly, understand business plans, communication skills, customer service and retention skills.

Designation: Computer Operator, Desktop Publisher, Data Entry Clerks, Secretary, IT. Assistant, Cybercafé Administrator, etc.

S/N	Code	Course Module	Remarks
1	GIS 101	Computer Concepts & Typing	General Information Studies (GIS) Courses
2	GIS 102	Microsoft Windows	
3	GIS 103	Microsoft Word	
4	GIS 104	Internet Concepts	
5	GIS 105	Business Communication & Dev. Studies	
6	CAO 101	Microsoft Excel	Core Courses
7	CAO 102	Microsoft PowerPoint	
8	CAO 103	Microsoft Publisher	
9	CAO 104	CorelDraw	
10	RSP 101	Research Seminar Presentation	