

# Computer Proficiency

## DESCRIPTION:

This introductory training on computer proficiency is a training offering basic usages of a computer in the office environment. This training enables the staff to be more resourceful in the work environment by being more prepared and resourceful. This is also a pathway to more advanced computer related trainings.

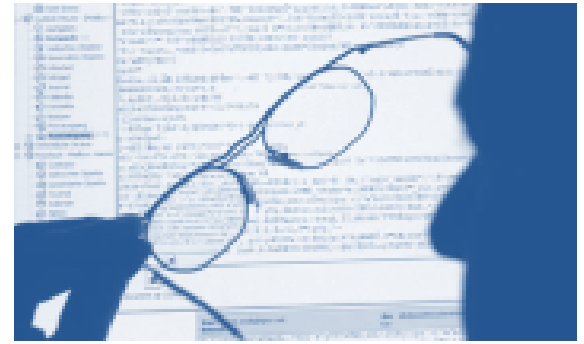
## OBJECTIVES:

Upon completion of this workshop, the participants will be able to:

- complete everyday tasks at work using a computer
- complete work more efficiently
- finish time consuming task more effectively

## OUTLINE:

- Writing minutes of meetings on a computer in English and Dhivehi
- Creating, formatting, saving and printing documents, including files and webpages
- Troubleshooting application related issues and problems
- Creating database and retrieving information
- Using copy machine functions, features and tools effectively



## TRAINING CODE:

COPIT15

## DURATION:

15 hours or 9 hours

## MODE OF DELIVERY

- presentations
- group discussions
- practical exercises
- self-assessing exercises

## DESIGNED FOR:

This training is ideal for administrative staff who are new on computers and need to learn the basic usage of computers.

- Level 2
- Level 3

## CONTACT DEPARTMENT

Information Technology and  
Innovation Department  
3307304  
yaameen@csc.gov.mv

## CONTACT CSTI

CSTI : 3303997  
WWW: <http://csti.gov.mv/>  
FB: [facebook.com/cstimv](https://www.facebook.com/cstimv)  
Twitter: @CSTImv