



**THE UNIVERSITY OF THE WEST INDIES
GLOBAL CAMPUS**

**JAMAICA EASTERN
CAMP ROAD**

Computer Literacy

Objective:

The course aims to introduce the basic skills of computing, including how to use email and the Internet.

Entry Requirements:

No pre-requisites required

- **Introduction to Computers**
- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft PowerPoint**
- **Accessing email and the Internet**

Duration: 10 weeks

Contact Hours: 30

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