



COMPUTER LITERACY

This course introduces essential computer skills including operating systems, file management, internet usage, email communication, and basic productivity software.

Objectives:

- Build confidence in using a computer.
- Teach fundamentals of Windows OS and applications.
- Train students in safe internet and email practices.
- Provide knowledge of word processing, spreadsheets, and presentations.

Outcomes:

- Operate a computer independently.
- Use MS Office/Google Workspace applications effectively.
- Manage files, folders, and basic troubleshooting.

Career Path:

- Administrative Assistant
- Office Clerk
- Data Entry Operator
- IT Support Assistant

Who Should Join this course?

- Beginners with no prior computer knowledge.
- Students preparing for university.
- Office workers looking to improve efficiency.

Duration: 30h (10 weeks by 3h) from October 18 – December 20

Schedule: Saturdays from 08:00 am to 11:00 am

Language: Khmer

Curriculum

- Typing English and Khmer
- Introduction to Computers & OS
- MS Word – Document Creation & Formatting
- MS Excel – Basic Formulas & Data Handling
- MS PowerPoint – Presentations
- File & Folder Management
- Internet & Web Browsing
- Email Setup & Communication
- Google Workspace Tools (Docs, Sheets, Forms, Drive)
- Final Practical Assessment