



Training List

Course Title	Target Audience	Duration	Scheme
Open Office Application			
Introduction to Open Office CALC (Spreadsheet)	User	2 days	SBL KHAS
Introduction to Open Office Writer (Word Processing)	User	2 days	SBL KHAS
Introduction to Open Office Impress (Presentation)	User	1 day	SBL KHAS
Open Office CALC for Advanced Users (Spreadsheet)	User	2 days	SBL KHAS
Open Office Writer for Advanced Users (Word Processing)	User	2 days	SBL KHAS
Open Office Impress for Advanced Users (Presentation)	User	1 day	SBL KHAS
IT Support			
Getting Started Course - Computer Appreciation	User	2 days	SBL KHAS
Knowing Your PC	User	2 days	SBL KHAS
PC Configuring, Troubleshooting, Maintenance and Data Recovery	Support	4 days	SBL KHAS
Supporting PC and Windows	Support	5 days	SBL KHAS
A+ Certification	Support	5 days	SBL KHAS