

# Certificate in ICT

General Course

Beginner Level

Duration	Program Cost	Start Date	End Date	Cohort	Participants	Class Days	Class Time
2 MONTH	<del>₦140,000</del> <b>₦70,000</b> (50% off)	Apr 26, 2026	Jun 26, 2026	2026	50	MON - FRI	9 AM - 12 AM

## PROGRAM OVERVIEW

This certificate program delivers hands-on training in Microsoft Office, preparing students to manage data, create professional presentations, and automate workflows. It emphasizes data logic and effective communication, teaching integration across tools such as using Excel data in Word reports or linking Access databases to automated mailing systems.

## KEY LEARNING OUTCOMES

- By the end of this certificate the student will be able to: Automate standard business correspondence using advanced Word features. Analyze complex datasets in Excel to provide "What-If" scenarios for management. Construct a fully functional relational database in Access to track inventory or personnel. Design high-stakes presentations that integrate live data and interactive motion. Troubleshoot common software integration issues (e.g. importing Access data into an Excel Pivot Table).

## ASSIGNED INSTRUCTORS

- Abdullahi Bichi Shuaibu