

AJ Adult Course

AJ Adult course is suitable for those who want to learn about computers. They can start from beginner level and progress to the advance level. Popular applications such as Internet, Microsoft Office, Web Design, Networking will be introduced.

AJ成人电脑课程能帮助您熟识掌握多种常用软件，包括因特网，微软办公软件，联网操作，和网页设计等，完成自我增值，让您的工作更有效率。



| Beginner (20 hours) | Intermediate (24 hours) |
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| <ul style="list-style-type: none">• Introduction to Computers• Introduction to Windows• Common software and• Software Installation• Correct typing skills• Microsoft Words Level• Microsoft Excel• Introduction to AJ Online | <ul style="list-style-type: none">• Microsoft Word Level 2• Microsoft Excel Level 2• Basic Imaging• Outlook• Entry Level Internet• Microsoft Powerpoint |



Suitable for Adults and
Students, Retirees,
Housewives

WE MAKE THE DIFFERENCE

