



St Cecilia C.L.C Computer Training Program Guidelines

Empowering the Community through ICT Skills Development

1. Program Overview

Foreword

Basic education and the development of vocational skills are fundamental conditions for the economic and social development of a country.

Introduction to the training program

This program is designed to empower members of our community with essential ICT skills, with a primary focus on mastering the Microsoft Office package. From creating professional documents in Word to analyzing data in Excel, and from designing impactful presentations in PowerPoint to managing emails efficiently in Outlook, our comprehensive training sessions during school holidays cover all aspects of the Office package. Whether you're new to Office or seeking to explore advanced features, our expert instructors will support you throughout your learning journey.

Objectives and goals of the program

The objective of St Cecilia CLC, in addition to promoting quality education and upbringing, is to foster vocational skills that facilitate integration into the labour market, for the benefit of economic improvement for all, with an impact on poverty reduction.

1. **Skill Development:** Provide participants with practical skills and knowledge to create, edit, format, and manage documents, spreadsheets, presentations, and emails using Microsoft Office.
2. **Professional Growth and Increased Employability:** Enable participants to improve their employability and career prospects by gaining proficiency in technological software commonly used in workplaces, e.g., Office package.

Participants Profile

Our computer training program is open to individuals of all ages and backgrounds within the community. Whether you're a secondary school student motivated to explore the world of ICT, a college student looking to sharpen your skills, or a professional in any field aiming to enhance your proficiency, this program is tailored to meet your learning needs. Everyone is welcome to join and benefit from our comprehensive Office package training.

Minimum size of group: 20, Maximum: 40

2. Schedule and Timings

Days and times when the training will be conducted

Our training sessions are scheduled during school holidays.

Training Schedule: The table below outlines the dates for our computer training sessions throughout the year:

Holiday Period	Training Dates
Easter Break	08.04 - 26.04.2024

Summer Break	05.08 - 23.08.2024
Christmas Break	11.11 – 27.12.2024

Please note that the training dates are subject to change. Participants are advised to check for updates closer to each holiday period.

Duration of each training session

Each training session will be conducted in 3-hour blocks, divided into the below structure.

1. **Introduction and Overview (30 minutes):** Start with an introduction to the topic of the session and provide an overview of what participants will learn.
2. **Theory and Demonstration (60 minutes):** Dive into the theoretical concepts and demonstrate how to use various features and tools within the Office applications.
3. **Hands-on Practice (60 minutes):** Allow participants to practice what they've learned through guided exercises and activities, encouraging interaction and engagement.
4. **Q&A and Recap (30 minutes):** Dedicate time for questions and answers, clarify doubts, and recap the key points covered during the session.

3. Curriculum and Course Content

Content program (detailed outline of the topics covered in the training)

Introduction to Computers and Software:

- Basic computer concepts and terminology.
- Introduction to operating systems (e.g., Windows).
- Overview of essential software applications, including the Microsoft Office package.

Microsoft Word Essentials:

- Creating and formatting documents.
- Working with text, fonts, and styles.
- Inserting images, tables, and headers/footers.
- Managing document layouts and page setup.

Microsoft Excel Fundamentals:

- Creating and formatting spreadsheets.
- Working with cells, rows, and columns.
- Formulas, functions, and calculations.

Microsoft PowerPoint Basics:

- Creating and designing presentations.
- Adding slides, text, and multimedia elements.
- Applying themes, transitions, and animations.

Microsoft Outlook for Email Management

- Managing emails, contacts, and calendars.
- Organizing and categorizing messages.
- Using email templates and signatures.

Practical Exercises and Projects:

- Hands-on practice sessions and exercises for each Office application.

4. Registration Process

How participants can register for the program

Applicants will apply to the management with a brief description of their educational background and professional experience. The interested applicants will complete the inscription form available at the CLC management office. Upon registration, participants are required to submit all necessary documents, including a filled registration form, ID card, contact details, and any academic certificates if applicable.

Interested individuals can register by sending an email to info@stceciliadundori.org or calling 0712181929.

Required documentation

1. **ID Card:** a valid identification card (e.g., national ID card, passport) for verification and record purposes.
2. **Contact Details:** participant's contact information, including phone number and email address.
3. **Filled Registration Form:** a completed registration formulary providing personal details.
4. **Academic Certificates:** optional but recommended for participants who wish to showcase their academic background or qualifications related to ICT.

Registration deadlines

Registration Period	Deadline
Easter Break Training	01.04.2024
Mid-term Break Training	03.06.2024
Summer Break Training	15.07.2024
Christmas Break Training	26.10.2024

Please note that registrations must be completed by the specified deadline for each training period. Late registrations may not be accepted due to limited slots and high demand. Participants are encouraged to register early to secure their spot in the program.

5. Fees and Payment Options

Fees Structure

The inscription fees is Ksh. 3,000 (Three thousand shillings) payable upon the admission. The cost of the certification is borne by the participants. Candidates may only take the examinations if they have attended the proposed courses regularly and with commitment.

Payment methods accepted

Financial transactions are managed through the Co-operative Bank account

1. n° 01192468605500 or
2. Paybill business n° 400222; Account n° 1212650# your name

6. Facilities and Resources

Description of the computer room and equipment available

Our computer training room is equipped with the following facilities to enhance your learning experience:

- Individual workstations with modern desktop computers equipped with the latest software versions of Microsoft Office.
- Interactive whiteboard or projector setup for live demonstrations and presentations.
- Access to printers and scanners for practical exercises and assignments.
- A dedicated space for collaborative activities and group discussions.

Internet access availability

The institution offers its own WiFi network and internet connection for participants to access during the training sessions. Details regarding WiFi login credentials and internet usage guidelines will be provided upon arrival at the course.

7. Code of Conduct

Upon registration, each participant is required to sign our institution's code of conduct, and any violation thereof will result in immediate suspension from the course. In cases where misconduct has caused financial losses to the institution, appropriate economic sanctions may also apply.

8. Certification

Upon successful completion of the course and passing of evaluation, participants will be awarded a certification validating their proficiency in the Microsoft Office package and ICT skills.

9. Contact Information

The Skills Development Program is an autonomous training course that is part of the St Cecilia CLC project, and it is independently managed through the office of the director.

Anything conceived, created, assembled within the courses remains the property of the training program.

The management coordinates and supervises the progress of the training program and draws up a report at the end of each training period.

Contact details for program coordinators or administrators

Department	Name	Contact number
Financial Administration	Gichaga Kamocho	0712181929
ICT	Paul G.N	0769594729

Office hours or availability for inquiries and support.

Our office hours for inquiries and support are from Monday to Saturday, 8:00 AM to 3:00 PM. Feel free to reach out to us during these hours for assistance, registration queries, or any other information related to the training program.