

Program provided by SKILLTECH ACADEMY | 0797931551

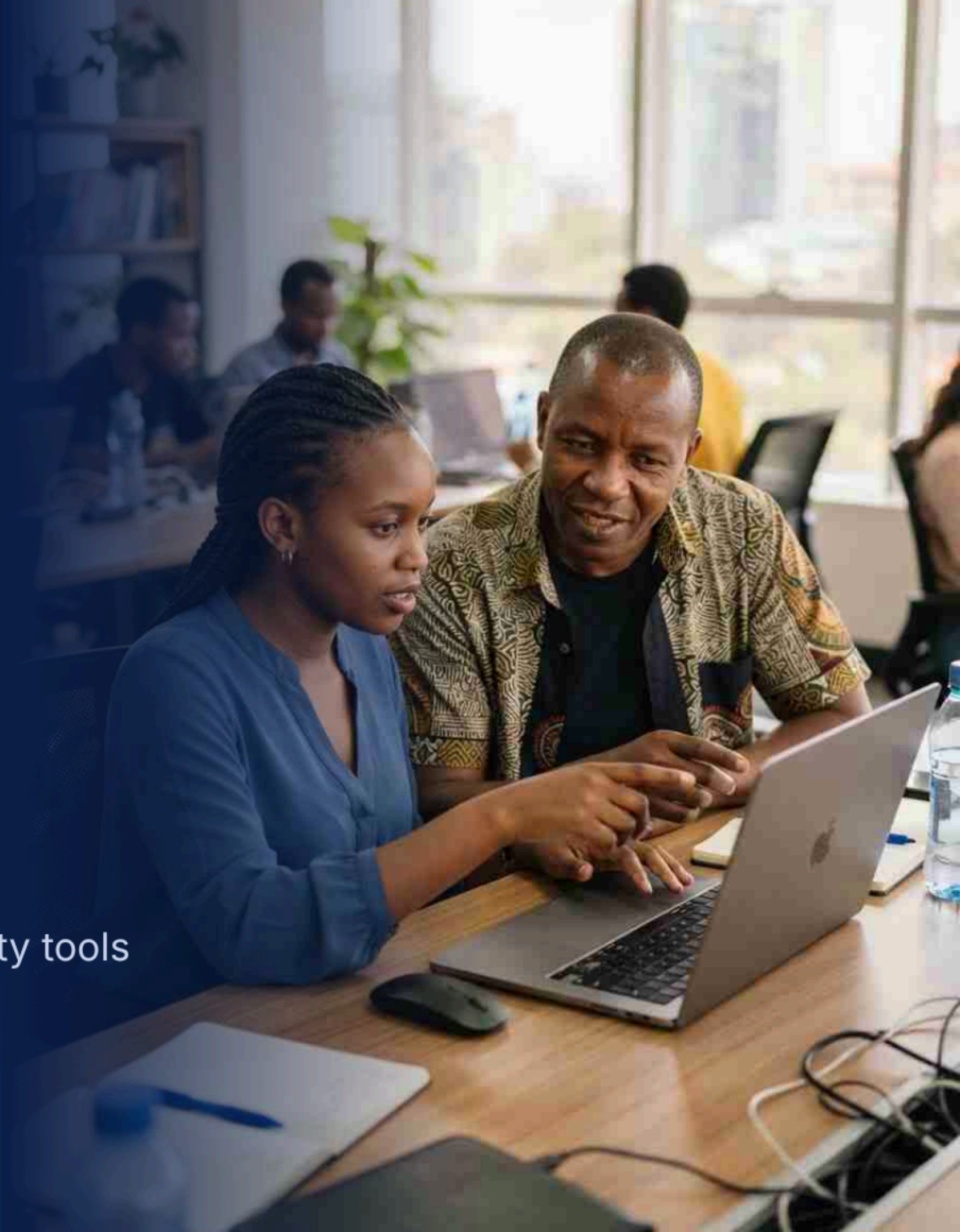
SKILLTECH ACADEMY • MASTERY PROGRAM

Modern Computer Packages Mastery

Master digital literacy from Windows basics to AI productivity tools
— with one-on-one mentorship that makes you job-ready.

1-ON-1 MENTORSHIP

SKILLTECH ACADEMY | 0797931551



Three pillars. One job-ready you.

01

Hands-On Mentorship

Learn side-by-side with a dedicated mentor who adapts every session to your pace and goals.

02

Systems-Based Learning

Build repeatable workflows and real files — not just button clicks — so skills stick for life.

03

Kenyan & Global Workplace Skills

Digital skills employers in Nairobi and worldwide expect from day one on the job.

Built for people ready to grow.

- Job seekers — stand out with a verified, practical skill set
- Students — get ahead of campus and internship demands
- Business owners — run records, sales and marketing digitally
- Freelancers — deliver polished client work, faster
- Professionals — upgrade to modern and AI-powered tools

NOT SUITABLE FOR

Know before you enroll.

- Anyone seeking a certificate without practical work
- Learners unable to commit to scheduled sessions
- Advanced IT specialists needing networking or coding

10 modules: 8 core, 2 advanced.

- 01 Windows & File Management — navigation, folders, settings
- 02 Microsoft Word — professional documents and CVs
- 03 Microsoft Excel — formulas, tables and reports
- 04 PowerPoint — clear, persuasive presentations

- 05 Email & Outlook — professional communication
- 06 Internet & Cloud — Google Drive, OneDrive, research
- 07 Online Tools — Canva, Zoom, Google Workspace
- 08 AI Productivity — ChatGPT, Copilot, smart workflows

Go further in the 12-week Advanced package.

09 Microsoft Access

- Design relational databases
- Build forms, queries and reports
- Manage stock, client and student records

10 Cybersecurity Basics

- Strong passwords and 2-factor security
- Spot phishing, scams and M-Pesa fraud
- Safe browsing and data backup habits

Your learning journey, step by step.

01

02

03

04

Build Foundation Skills

Master Windows, typing, files and core Office confidence.

Produce Live Assets

Create a real CV, budget sheet and presentation you keep.

Launch Workplace Skills

Apply email, cloud and collaboration tools to real tasks.

Optimize Productivity

Use AI tools and shortcuts to work faster and smarter.

Choose your pace.

2-hour focused sessions, 3 times per week. 50% deposit reserves your slot; balance due by mid-program via M-Pesa or bank.

Starter • 4 Weeks

KES 2,500

- Windows & file management
- Word, Excel, PowerPoint basics
- Email and internet essentials

MOST POPULAR

Professional • 8 Weeks

KES 4,000

- All 8 core modules
- Advanced Excel and reports
- Cloud, Canva and AI tools
- Live portfolio assets

Advanced • 12 Weeks

KES 6,000

- Everything in Professional
- Microsoft Access
- Cybersecurity basics
- Capstone project

Limited slots. Real attention.

Because every learner gets one-on-one mentorship, we accept only a few new learners each intake.

Session Duration

2-hour focused sessions, scheduled 3 times per week.

Payment Terms

50% deposit to reserve your slot; balance due by mid-program via M-Pesa or bank.

Limited Capacity

Slots are first-come, first-served and confirmed only on deposit.

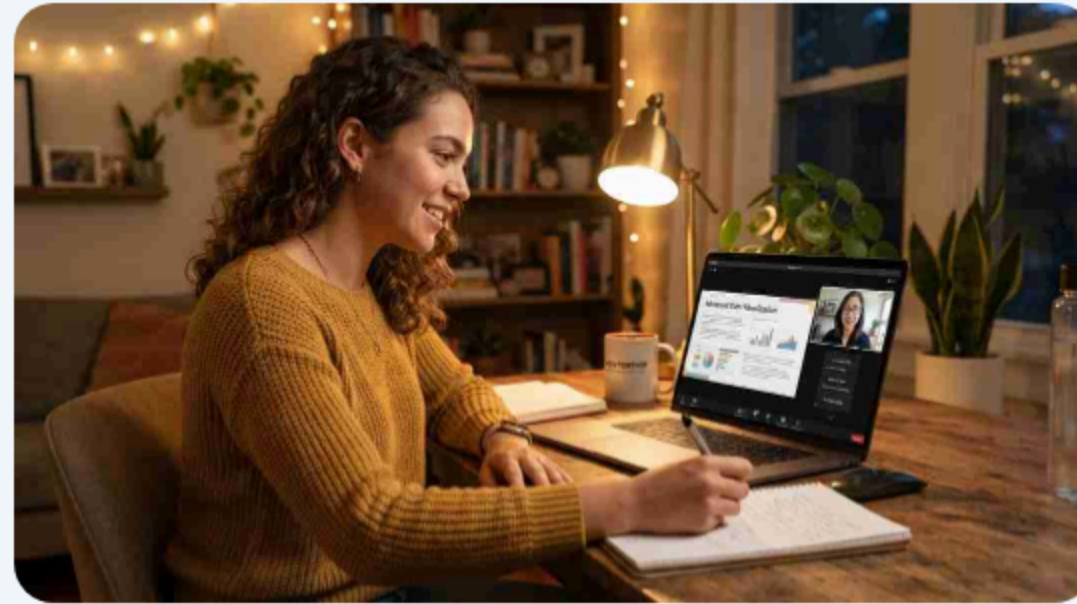
Tip: New to computers? Start with Starter. Seeking a job or promotion? Choose Professional or Advanced.

Learn where you learn best.



SkillTech Centre

- Fully equipped computer labs
- Reliable power and internet
- Face-to-face mentor support



Live Online

- Real-time Zoom or Meet sessions
- Screen-sharing and guided practice
- Learn from anywhere in Kenya



Approved Private Location

- Mentor comes to your office or home
- Ideal for teams and businesses
- Location approved before start

Earn it. Then start today.

Certification & Evaluation

- Performance-based certificate — earned, not attended
- Practical deliverables: CV, spreadsheets, decks and reports
- Mentor review of every module assignment
- Top performers invited to advanced and internship opportunities

5 Steps to Enroll

- 01 Register your interest
- 02 Take a short skills assessment
- 03 Choose your package and mode
- 04 Pay the deposit to reserve a slot
- 05 Meet your mentor and begin

SECURE YOUR SLOT TODAY