BARBADOS VOCATIONAL TRAINING BOARD

INITIATIVE AND INTEGRITY

SKILLS TRAINING PROGRAMME
in

COMPUTER APPLICATIONS

BARBADOS VOCATIONAL TRAINING BOARD
"Lawrence Green House"
Culloden Road
St. Michael
436-7970

COMPUTER APPLICATIONS COURSE

The program will be of thirteen (13) weeks duration, with a focus on individual hands-on activity.

COURSE DESCRIPTION

Trainees will be involved in direct hands-on computer operations and will spend approximately eighty percent (80%) of the training time in such practice. The remainder of the time will be devoted to basic office management procedures, related mathematics and communication concepts, and on-the-job training.

COURSE OBJECTIVES

On completion of the training, the Computer Operator will be able to:

♦ Operate a computer to satisfy the requirements of the Barbados Vocational Training Board and local industry

♦ Demonstrate knowledge and skill in using Microsoft Word, Microsoft Excel, Microsoft Access, and packages in the Windows 2000 environment.

♦ Identify problems which may require specialist maintenance.

♦ Conduct basic maintenance on the computer.

♦ Practice optimum levels of safety within the work environment.

♦ Develop in each trainee an appreciation for the use of computers in an age of technological development and expansion.

♦ Develop a high level of competence in the occupational field of computer applications.

♦ Achieve a higher level of self-awareness and self-confidence in his/her own abilities.

OCCUPATIONAL /SKILLS PROFILE
COMPUTER APPLICATIONS

1.   Maintain system environment

2a.   Create MS Word Document
2b.   Format MS Word Document
2c.   Create Mail Merge Document

3a.   Create MS Excel Document
3b.   Format MS Excel Document

4a.   Creating MS Access Document
4b.   Format MS Access Document