THE UNIVERSITY OF THE WEST INDIES
OPEN CAMPUS
St. Kitts-Nevis

ESSENTIAL ICT FOR THE OFFICE ADMINISTRATORS

COURSE DESCRIPTION
This course is designed for individuals who will benefit from an introduction to the ICT software tools used by an office administrator. The course is geared towards new owners/users of personal or business computers and individuals who would like to learn more about word processing and spreadsheet software and operations. Additionally, participants will be exposed to the purpose and use of electronic mail (email) as well as the electronic management of the office diary. The course requires use of computers.

RATIONALE
ICT and administrative skills are in huge demand. Behind every organization imaginable there are office employees. The purpose of this course in is to provide participants with the basic competency requirements in those areas essential to the office administrator, namely, understanding computer operations, word-processing and spreadsheet software and email and diary management software.

OBJECTIVES
At the end of the course participants will be able to
- Demonstrate practical proficiency in the use and application of current computer hardware and software

- Demonstrate ability to develop, organize, edit and publish a variety of office documents

- Demonstrate the ability develop and manipulate figures using spreadsheet software.

- Demonstrate the ability to manage email and an electronic diary using appropriate software.

COURSE CONTENT
This course is includes the following topics:

1. ICT Basics
2. Word Processing (Formatting, using Mail merge etc)
3. Spreadsheet (Functions and Formulae, Charts, etc)
4. Email and Dairy Management

HOW MUCH WILL THIS COURSE COST? OURSE CONTENT
This 10-week course costs EC$600.00.

The University reviews tuition fees annually and course fees may be subject to change.
Courses are only offered if there is a viable class size.