



**THE UNIVERSITY OF THE WEST INDIES
GLOBAL CAMPUS**

**JAMAICA EASTERN
CAMP ROAD**

Computer Applications for the Office

Target Group:

This is an intermediate course for persons interested in enhancing proficiency in using Microsoft Office software to perform regular duties in the workplace or for personal use.

Pre-requisite:

Computer Literacy

- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft Access**
- **Microsoft PowerPoint**

Duration: 10 weeks

Contact Hours: 30

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