THE UNIVERSITY OF THE WEST INDIES
OPEN 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

INTERNET CAFE

USE OF A COMPUTER FOR EACH STUDENT