

ICT - OFFICE AUTOMATION BASIC Training Course TR1622/102/001

APPLICATION FIELD - TARGET GROUP

Aim of the training course is to teach the basic functions of Windows O.S. and of the use of Word & Excel programs in profitable way. Use of Word for professionals documents creation and Excel electronic spread-sheet are the fundamental applications in ICT for personal and work utilization.

This training module is devoted to improve the basic knowledge of field technical persons with refreshing of the know-how and verification of learning results.

TOPICS

Windows O.S. Office Automation Package.
Word: Use of the application; Creation of a document; Formattin; Tables and graphic objects; Mail merge; printing preparation.
Excel: Editing; data management; Simple and nesting functions; Macros; data analysis.
 Interactions between applications for office automation.

SKILLS

Improved knowledge of basic computer operations and the principal components of a computer and connected peripheral devices
 Proficiency level in using:
 > Windows
 > Word Processing Applications
 > Spreadsheet Applications
 > Graphics presentation Applications

DURATION

50 hours

SESSION OF COURSE

Classroom: Word: 5 sessions of 5 hrs each
 Excel: 5 sessions of 5 hrs each

ENTRY REQUIREMENTS FOR PARTICIPANTS

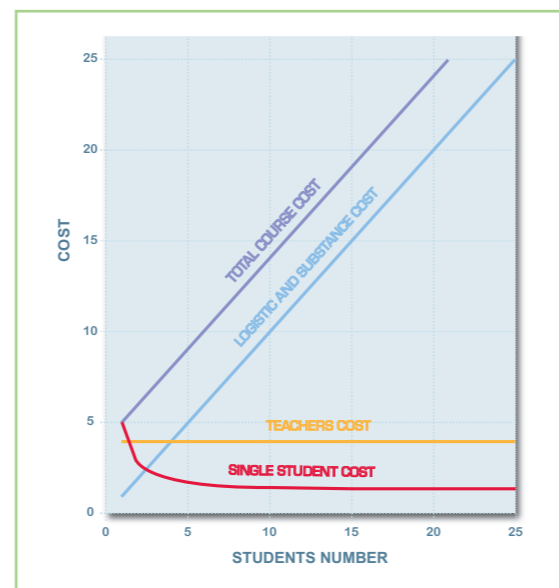
Vocational schools or high schools diploma of any category. Null or short employment experience.

MAXIMUM NUMBER OF STUDENTS PARTICIPATION

As you may see from the diagram, the costs of the course have their best efficiency with a number of participants ranging from 10 up to 25 units.

It is consequently suggestible to perform a teaching course with a minimum of 8 students up to a maximum of 25.

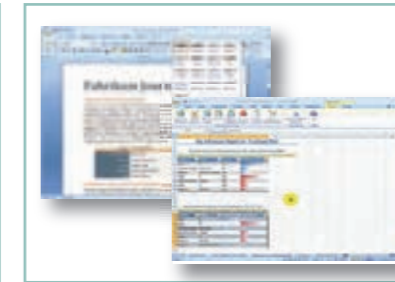
The diagram on the side in only indicative



LABORATORIES / TOOLINGS / INDIVIDUAL EQUIPMENTS



One PC for each student



Software



Printers



TEACHING & LEARNING MATERIALS / ASSESTMENTS METHODS / CERTIFICATES



- Theory manuals,
- Workbooks,
- Users manuals.
- Schematics presentations and tables.



Evaluation questionnaire at the end of the course



Certificate of attendance at the end of course



RECEPTION PACKAGE

WELCOMING SERVICES FEES:

- Visa issuing, consular expenses for entrance to Italy and residence permit (issued by Ministry of Interior Affairs) for study purposes
- Flight ticket to Italy and return

BOARDING AND ACCOMMODATION SERVICES

- Reception at the organized lodging facilities hotel
- Board including: breakfast, lunch and dinner, drinks included

TRAINING COURSE ANCILLARIES SERVICES:

- Laundry service
- Daytime service of fixed telephone through operator at Prodit premises
- Mobile prepaid telephone service - 50 Euro/month for each student
- Shuttle service from hotel to Prodit Engineering training center and return;
- Service of initial care for illness or injuries, available during the course time;
- Individual ordinary life and accident insurance, and national health service

TRAINING COURSE PACKAGE

DIDACTIC ACTIVITIES for 5 (five) days per week, as follows:

- Theoretical activities performed in classroom
- Practical activities performed in workshops and laboratories, equipped with didactic equipment
- Individual endowment for the student made up of text books, stationery and backpack
- Periodical tests for assessing student's learning
- Final examination
- Attendance Certificate (issued on the basic requirement of a minimum percentage of participation hours, equal to the 95% of the whole duration of the course)



COURSE LOCATION

These courses will be held at PRODIT ENGINEERING training center in Italy.