

## VRYMAN'S ERVEN TRAINING CENTRE

### Competency Standards for Caribbean Vocational Qualifications (CVQ)

**CCITI10106      Level I in Data Operations**

<b>Unit Number</b>	<b>Unit Title</b>	<b>Mandatory/Elective</b>	<b>Hours</b>
ITICOR0021A	Apply Occupational Health and Safety procedures	Mandatory	10
ITICOR0031A	Work effectively in an Information Technology environment	Mandatory	10
ITICOR0041A	Communicate in the workplace	Mandatory	10
ITICOR0051A	Participate in a team or individually to achieve organisational goal	Mandatory	10
ITICOR1341A	Interact with clients	Mandatory	10
ITICOR0231A	Operate a personal computer	Mandatory	20
ITIDAT1101A	Perform data entry operations	Mandatory	20
ITICOR0241A	Operate a word processing application (basic)	Mandatory	20
ITICOR0471A	Access the Internet	Mandatory	20
ITICOR0271A	Send and retrieve information via the Internet	Mandatory	30
ITIDAT0171A	Operate a spreadsheet application (basic)	Mandatory	20
ITIDBO0251A	Operate a database application (basic)	Mandatory	20
ITIMED0261A	Operate a presentation package (basic)	Mandatory	20
ITINET1111A	Operate peripherals devices	Mandatory	20
ITIMED0392A	Capture a digital image	Elective	20
ITINET1362A	Connect Hardware peripherals	Elective	20

To be awarded this Caribbean Vocational Qualification (CVQ) all core competency standards must be achieved. Electives achieved with the qualification will be awarded unit statement of competency.

The nominal training hours are a guide for planning the delivery of Training Programmes.