



St. Vincent and the Grenadines

Tel. (784) 456-1223/ (784) 456-1111 ext. 404/5. Fax: (784) 457-2880

Email: carcipsvg@gov.vc / dtucker@svgcpd.com

Website: www.carcipsvg.gov.vc

Programme list of Courses derived through the “*Assessment and Development of ICT Skills and Certification Consultancy*”

1. Professional Development (Short Courses): Duration: 10 – 12 weeks

- 1.1. **Data Fundamentals:** This is a fundamental course designed to teach persons the basic knowledge and skills needed for data entry before they can enrol into a more specific courses in disciplines such as law, medicine, engineering, etc.
- 1.2. **Computer application for the Office:** This course is designed for persons interested in enhancing proficiency in using Microsoft Office software to perform regular duties in the workplace or for personal use. Content include Microsoft Word, Excel, PowerPoint, and Access.
- 1.3. **Computer Fundamentals:** This course is designed for persons interested in being trained to work effectively in an office environment in which computers and office software play an increasingly important role. Content include introduction to computers, as well as basic Microsoft package such as MSWord, Excel, PowerPoint, and Access.
- 1.4. **Multimedia:** This course is designed for persons who are interested in a career in media or digital art and the entertainment industry (music, video). These persons will be introduced to industry standard tools and material that can be manipulated as a means of creative expression. These persons will be exposed to digital tools to create basic visual and auditory projects.
- 1.5. **Web Page Design:** This course is designed to introduce persons to concepts in programming web application servers. Persons enrolled in this course learn how to construct basic robust and interactive web sites using the latest features HTML, Cascading Style Sheets (CSS) and JavaScript.



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- 1.6. **Animation Foundation:** This course is designed to introduce persons to basic animation development. It will also cover the basic animation studio organization and roles. Persons enrolled in this course will create their own animation samples.
- 1.7. **Computer graphic:** This course is designed for persons who would want to learn about Adobe Photoshop software, as well as know how to control graphic output quality, create and maintain graphics, work with layers and create special effects to make good graphics and correct mistakes.
- 1.8. **Computer Networking:** This course is designed to introduce persons to basic computer network, management, and security.
- 1.9. **Medical Transcription:** Medical Transcription provides a comprehensive look at what the profession entails from translating physicians' dictations to learning a significant amount of medical terminology.
- 1.10. **Medical Billing and Coding:** Medical billing/coding is designed for persons who wish to pursue a career in medical billing and coding. It is viewed to be essential to the healthcare industry for it creates and maintains a single, unified language by which all (physicians, medical administrators, insurance companies, government healthcare officials) integrated parties are able to effectively communicate. Medical billing, this area of healthcare involves the completion of paperwork outlining patients billing histories



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2. Certificate Programmes: Duration 6 - 24 months

2.1. Programme: Mobile Applications Development

Course:

- Introduction to Programming;
- Object Oriented Programming Basics;
- Advanced Object Oriented Programming;
- Database Design;
- Web Programming;
- Mobile Applications Design;
- Mobile Web Application Development and
- Android Applications Development

2.2. Programme: Web Development

Courses:

- Introduction to Programming;
- Object Oriented Programming Basics;
- Advanced Object Oriented Programming;
- Database Design;
- Advanced Databases and
- Web Programming.

2.3. Programme: Software Engineer

Courses:

- Introduction to Programming;
- Object Oriented Programming Basics;
- Advanced Object Oriented Programming;
- Database Design;
- Introduction to System Design and
- Advanced Software Design.



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2.4. Programme: Digital Media

Courses:

- Multimedia design concepts;
- Animation Foundation;
- Digital Video and Sound Foundation and
- Digital Graphics Basics

2.5. Programme: Database Administration

Courses:

- Introduction to Programming;
- Object Oriented Programming Basics
- Advanced Object Oriented Programming;
- Database Design and
- Advanced Databases

2.6. Programme: Information Security

Courses:

- Network Security (CompTIA Security+)
- Information Security Management (ISO 27001)
- Risk Management (ISO 27005 with Octave)
- Business Continuity Management (ISO 22301 and ISO 27031)