

Vocational education programmes

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Translated by machine translator

Data entry operator

Education program
Using of computers
Code of program
32a 482 00 1
Qualification
Data entry operator Second level of professional qualifications
Previous education
Elementary education (only from 17 years of age)
Address, phone
Slokas street 68, Jūrmala, phone 67811704
Language
Latvian
Form of the program
Full-time
Duration of the program
1 year
Education document
Attestation of vocational education
Annual tuition fee
For persons with disability or anticipated disability education at Jūrmala Vocational Secondary School is for free

Description of what does a data entry operator do

The data entry operator may work at companies related to the entering and processing of electronic information. He is able to perform basic activities with operating systems, use special computer programs, work with office applications - text editors, electronics tables, databases, have acquired correct printing skills, document development and presentation skills, and is able to find the necessary information on Internet and to use an e-mail.

Education subjects

Labour protection and first aid

Informatics

Businesslike foreign language (english/ german)

Businesslike latvian language

Computer applications

Applied communication

Correct printing method

Office equipment

Computerised document management

Labour and commitment rights

Business basics

Information entering technologies

Qualification practice (560 hours)

<https://www.siva.gov.lv/en/vocational-education-programmes>