

STUDYING AT RUBAGA YOUTH – VOCATIONAL SKILLS TRAINING CENTER - COMPUTER DEPARTMENT

DETAILS:

- Four students (year 2005).
- Usual training time: two years.
- Mixed classes of first and second years.
- Teaching program according to the ministry of education and sports is followed.
- Successful graduate with the Ugandan Certificate, grade one and grade two.



Student during their theory lessons doing group work

LESSONS:

The students are getting both lessons in theory and practice.

Parts of the theory training are the following subjects:

- Introduction of the topic.
- Techniques and details (for example: teaching the basic functions of word).
- Conclusion (what did we learn in today's lesson).



Student working on the computer

After the theory part the students are getting the time to put the new-learned theory into action and improve their already learned skills. In that time the teacher is supervising them, so if somebody has a question he is free to ask. But most of the time the students are helping each other. So most of this time the teacher can use to prepare his next lessons.

THE COMPUTER AND SECRETARIAL STUDIES DEPARTMENT:

The Computer and Secretarial Studies department is a bigger room with many computers and some typewriting machines inside. Both theory and practical lessons get taught in there.



Part of the computer room

THE COURSE CONTENT INCLUDES:

- Typing on typewriters and computers.
- Learning the basic tools and programming in the computer programs of Excel, Word, Access and Power Point.

- Short hands (symbols replacing words)
- Accounting (calculating etc.)
- Office practice (reception)
- Commerce (international trade)
- Business English

POSSIBLE FUTURES OF PUPILS PASSING THE EXAM:

After passing the exams the students will go to a higher institute for further and advanced studies. After finishing exams at that institution they are able to work as a secretarial.



Student working on the typewriter

OBJECTIVES:

- To upgrade the computers and their programs.
- To connect the computers with each other in a network.
- To connect all computers to the Internet.



Computer of the department

RUBAGA YOUTH DEVELOPMENT ASSOCIATION (RYDA)

SKILL TRAINING IN COMPUTER AND SECRETARIAL STUDIES



Rubaga Youth Development Association (RYDA)
 P.O. Box 21167 Kampala - Uganda
 Tel: 256 - 41 - 271129, Fax: 256 - 41 - 345580
 Mobile: 256 - 77415631
 Email: ryda@africaonline.co.ug
 Contact person: Geoffrey Steven Kyeyune