



## 50 AMOS – WINDOWS

### 2010 DATES:

- Jan 04 – 08
- Jan 18 – 22
- Feb 01 – 05
- Feb 15 – 19
- Mar 01 – 05
- Mar 15 – 19
- Apr 05 – 09
- Apr 19 – 23
- May 03 – 08
- May 17 – 21
- May 31 – Jun 04
- Jun 14 – 18
- Jun 28 – Jul 02
- Jul 12 – 16
- Jul 26 – 30
- Aug 09 – 13
- Aug 23 – 27
- Sept 06 – 10
- Sept 20 – 24
- Oct 04 – 08
- Oct 18 – 22
- Nov 01 – 05
- Nov 15 – 19
- Nov 29 – Dec 03
- Dec 13 – 17

### DURATION:

**1 Week**

(5 Days: 0830H – 1600H)

### COURSE

**CONTRIBUTION:**

**USD 625.00**

*Inclusive of course materials/handout*

### PLANNED MAINTENANCE SYSTEM

This course is designed for Senior Deck and Engine Officers. AMOS-Windows is a maintenance management system for the marine industry that combines planned maintenance with spare parts control.

**COURSE AIMS & Objectives:** This course aims to provide practical knowledge on the key features and functions of AMOS-Windows. On successful completion of the course, participants should be able to operate a standard AMOS-windows in performing their day-to-day shipboard maintenance tasks i.e.: creating/updating data registers, generating work orders and reporting work done, generating and receiving requisition/purchase order forms & controlling stores and spare parts stock level.

**COVERAGE / PROGRAM FOCUS:** Emphasis of instruction deals with the following training aspects:

- Refresher on Basic PC Operation
- The concept of AMOS-Windows: System Overview, Features and Functions
- Data Registration and Updating
- The Maintenance Cycle
- Stock Control
- The Purchase Cycle
- Import and Export of Data
- System Administration: Users and Password Control
- Backup procedures and Exercises

**METHOD:** Combination of lecture-demo, guided hands-on practice, and structured exercises that are focused on system's practical application onboard. A computer unit is made available for each participant.

**ENTRY REQUIREMENT / TARGET GROUP:** Preferably Senior Deck and Engine Officers. It is expected that those intending to take the course possesses background in basic computer operation.

**COURSE CERTIFICATE:** A Certificate of Completion is given to each participant who satisfactorily fulfills the Course.

## Register

ADDRESS: Norwegian Training Center-Manila Gate 2 TESDA Complex, East Service Road, Taguig, Metro Manila, Philippines

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