

Finance & Admin Courses

UNICOM System Administrator Course No: 420/073

Aim of Course	Outline of Syllabus	Remarks
To provide training for officers to fill an appointment of UNICOM System Administrator.	<ul style="list-style-type: none"> • Access and Use the System Administrators Package (SAP) • Administer the UNICOM System users • Add a user to the UNICOM system • Maintain Sub-unit Authority & Data Access Reports • Control devices associated with UNICOM • Carry out file transfer using GIFT • Carry out Functional Software Administration. 	Unit G4 Staff who control a Units UNICOM System must attend this course.

Rank Range	Entry Standards	Duration	Qualifications gained	Frequency
Officers, Warrant Officers and Senior Non Commissioned Officers	IELTS level 6.5	4 days		30 courses per year

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