

Ocean Training

Key features

User goals come first

The goal of the training is to provide that each employee can perform his/her work activities in the way featuring independence, effectiveness and the first class quality.

Maximum adjustment to user

Each training and each one of its' segment is carefully planned and performed by taking into account the existing level of computer literacy of each employee as well as the their knowledge of the information system.

Various types of training

Respecting the user's needs Ocean performs various types of training such as Basic training covering basic computer literacy, Application training covering exploitation of the application, Functional training covering the exploitation of the information system and the training for the Application administration. Additionally Ocean provides training for the specific parts of the information system.

Application specific training

The training corresponds to the application complexity so that the length and intensity of the training and the number of trainers are determined respecting the aforementioned as well as by taking into account the employees' skills.

Various levels of training

The application training is performed for groups of users performing the same/similar functions in the organization.

The Functional training is aimed for the management staff so as they get thorough insight into the function of the application. By becoming familiar with the application they can change the functionality of the application by themselves and can improve efficacy of the system by means of the changes performed.

Training with real application

At the beginning the training is performed on the test system with the application that is a copy of the original one and in the environment identical to the real application environment.

Training on the real system

After training on the test system the employee start working with the real system with full support of Ocean instructors.

The instructor support is provided to the point when the employees are capable of exploiting the application independently and satisfying the required quality of the work.



Ocean Training is aimed for the users of business information systems based on Ocean application software.

Respecting the computer literacy and skills of the user's employees and respecting the goals Ocean training is custom tailored for each user and for each specific application so that the user employees can exploit the application independently, productively and to achieve the required quality of work.

The purpose and the goal

The training is primarily aimed for the users of the application software packages implemented by Ocean but the training can be provided for the users of the software by other vendors. The training is custom tailored by taking into account the computer skills of the users whereby the training can be performed for the users with no experience with information technology.

The training is usually performed at the implementation of the application software. The goal of the training is that the user can perform the exploitation of the application properly with the minimum support of the external resources.

Method of training

The training is performed by Ocean experienced instructors. It is performed on the system usually identical to the real one. The number of the participants depends on the type of the training, computer literacy and other factors.

However the classes are performed in a friendly environment providing excellent comfort so as to make the training as effective as possible.

Types of training

Basic training – PC operation basics

This is a training aimed for the users with no previous experience with the operation of PC systems. After training the participants are familiar with the use of mouse, keyboard and graphic interface and starting of the applications – programs. After this course the participants can attend the application/functional training.

Functional training

This training covers the organization of the activities performed within the organization and their relationship with the application software as well as the application relations to other external systems. The training is aimed for the management thoroughly understanding the technology of the business processes within the organization. This includes the understanding of the data formats, document types and the flows of documents and/or data.

The goal of the functional training is participants get familiar with the functional properties of the application as they correspond (determine) the operation technology within the organization.

Particular aspect of this training is the understanding the hierarchy of the data access rights.

Application training

The application training is aimed for the employees so that they get familiarized with the functions of the application. The result of the training is that they can perform their work duties in the proper way.

There are two levels of the application training:

Application training: Basic application access

The users get familiarized with the basic elements of the application whereby the topics are:

Application menu functioning, vertical movement through various levels of the menus, database query techniques whereby the user get accustomed to use the mouse, keyboard toolbar and form command simultaneously.

Application training: Advanced functions

This training level is primarily aimed for the employees so as they get accustomed to various types of reports and how to print them, they learn how to change the data in the database (data entry, change & delete) and they learn how to obtain summary data to some extent.

Particular theme of the training is reporting: report generation and visualization techniques.

The training for the application administrators

This training is aimed for the application administrators and the primary goal that the administrators get the knowledge that are necessary to perform the administration of the application constants and the system of codes as well as the configuring of the application menus without hiring any external resources. Additionally the subject of this training is the administration of other parts of the information systems which are directly interrelated to Ocean application such as the parts of the operation system, terminal server administration as well as other parts.

This training is always a subject of the particular contract as the training plan is custom - tailored for each participant. The training is performed in the environment which is identical to the real system exploited including the operating platform and the demo database both identical to the real system.

After the training each participant has got an exam covering the subject. Ocean issues certificate confirming that the participant is skilled to perform the application administration.