

CERTIFICATE COURSE IN OFFICE AUTOMATION (CCOA)

Course Fee: ~~\$420.00 NZD~~ Course Fees are covered by the “Free Fee’s Initiative” under the Cook Islands Government Economic Recovery Plan (ERP)

Description

The objective of this course is to provide the student with skills, knowledge and competency in using Microsoft Office applications and tools for improved office productivity. Students will develop a better understanding of computer hardware and software fundamentals, including basic troubleshooting tips. Students will learn how to confidently navigate the Windows environment for file management, data storage, and software installation. Students will learn the very basics for Microsoft Word, Excel, Access and PowerPoint program, and develop an understanding of essential database concepts.

The end of the course students will gain confidence in using MS Access to design, create and manage simple databases, and using simple queries to search for data records.

In addition to these learning objectives, students will also have in-lab practice in basic computer security practices pertaining to antivirus/malware scanning of storage devices, phishing, identifying secure websites online, and more.

Career Opportunities

Students will be able to work in any office job that requires the efficient management, presentation and dissemination of data and information in the workplace; Office Administrators, secretariats, data entry clerks, surveyors, managers and any office worker role.

Course Contents

Sl. No.	Module Name	Hours
1.	Fundamentals of Computer	14
2.	Operate Client Operating System - Windows Environment	20
3.	Microsoft Office Tools	60
4.	Database Concepts	30
5.	Database Management using Microsoft Access	20
	Total	144

Length of Programme

Students must commit to 144 learning hours over 10 weeks. The CCOA begins on the 4th January 2021 and ends on the 19th March 2021. Students are required to attend weekly face-to-face tutorials and in-lab practical sessions. Course materials will be made available online via Moodle, and hardcopies can be accessed from our on-campus library.

Eligibility and Admission process

This course is available to any person with basic computer knowledge seeking to gain greater confidence using the various tools and features for improved productivity in the workplace. No previous qualifications needed.

Weekly Classes and Assessment

All courses are competency based and assessments are a combination of theory and practical, including observations, questions and answers, presentations, major project, and written examinations. Student will be expected to attend a minimum of one Lecture (theory) per week, and one computer lab session (practical) per week to pass the course. A class schedule will be published once all registrations have been received.

Learning Resources and Student Support Services

Students will have full access to all CEIT and USP facilities throughout the semester.

- Course materials available online via MOODLE
- CEIT library for textbooks and reference materials
- CEIT will have an experienced Centre Head and one Trainer from CDAC deputed for two years for course delivery & center coordination
- Free academic counselling by appointment only
- Computer lab is equipped with digital smartboard, computers and high-speed internet

Registration process

Complete the Registration Form below or complete our Online Registration Form.

Make an appointment with our academic counsellors and Faculty staff.

Mr. Jaibheem Gaikwad | Centre Head

Email: jaibheem@cdac.in or ci-ceit@usp.ac.fj

Tel: 80729

Ms. Miimetua Nimerota | Director

Email: miimetua.nimerota@cookislands.gov.ck

Centre of Excellence in Information Technology
The University of the South Pacific Cook Islands Campus
P O Box 130 Rarotonga
Tel: 29427

W: www.ci-ceit.edu.ck

FB: www.facebook.com/CEITCookIslands

Twitter.com/CEITCookIslands

Academic counselling available by appointment.

This qualification is accredited through the National Skills Qualification Framework of the National Skills Development Agency, Government of India, and in partnership with India European Union Skills Development Project. CEIT is registered as a Tertiary Education Provider with the Cook Islands Government.

Certificate Course in Office Automation

REGISTRATION FORM

APPLICATION CHECKLIST

Please ensure that you have all the requirements stated in this checklist before submitting this form. If you have studied with CEIT before please proceed to SECTION A

- Copy of your Birth Certificate
- Marriage Certificate or Deed Poll (only if your last name is different to your Birth Certificate)

Are you a:

- Current or Former student at CEIT
Student ID _____
- New Student at CEIT
NEW Student ID _____

SECTION A: PERSONAL DETAILS

Title:	Full Name:
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(As it appears in the Birth Certificate)

Date of Birth: / /	Citizenship:
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Sex: Female Male

Telephone & Mobile:	Email:
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Emergency Contact:

Provide details of a person who can be contacted in case of an emergency.

Name:	<i>Indicate the relationship of the person to you</i> Spouse Other family member Parent Non family member
Home Address:	
	Telephone & Mobile:
	Email:

SECTION B: EDUCATIONAL BACKGROUND

Please list your educational qualifications at Secondary or Tertiary level

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SECTION C: WORK EXPERIENCE

Provide a copy of your Curriculum Vitae or online professional profile, for example your LinkedIn profile URL address. Or complete the section below.

1.Position/Employer		Period	
2. Position/Employer		Period	
3. Position/Employer		Period	

LinkedIn Public Profile & URL:

*https://www.linkedin.com/in/*_____

SECTION D: DECLARATION

I,

- acknowledge that the University reserves the right to deny me admission to a programme or cancel my registration in any course if the information given is incorrect and or incomplete or if there are insufficient resources available at the University for me to successfully complete the programme for which I have applied for or the course I have registered in
- authorise the University to obtain further relevant information/documentation from relevant parties to verify and or support my application submitted herewith for assessment purposes
- understand that any documentation I submit becomes the property of the University and will not be returned to me
- acknowledge that due to the confidential nature of this application, the University cannot disclose information to any third party without my written consent.

Applicant’s Signature:

Date:/...../.....

CEIT Faculty Advisor Signature: