



## CERTIFICATE COURSE IN OFFICE AUTOMATION (CCOA)

Course Fee: \$420.00 NZD

Duration: 14 Weeks

### Course Description

Students will learn Computer fundamentals, Windows Operating Systems, Microsoft Office tools, Database concepts and Microsoft Access. This course will improve your skill and confidence using a computer and Microsoft Office programs, improving your office productivity and ability to resolve some common computer and network issues on your own.

### Course Contents

Sl	Module Name	Hours
1.	Fundamentals of Computer Systems	14
2.	Operate Client Operating System - Windows Environment	20
3.	Microsoft Office Tools	60
4.	Database Concepts	30
5.	Database Management using Ms Access	20
	Total	144

The CCOA Curriculum is competency and skill based which ensures students are able to demonstrate their skill in practice in order to effectively achieve the course learning objectives. Assessments are a combination of theory and practical, including classroom discussions, presentations, projects, and written examinations.

This qualification is accredited through the Centre for Development in Advanced Computing (CDAC) under the National Skills Qualification Framework of the National Skills Development Agency, Government of India, and in partnership with India European Union Skills Development Project.

A detailed course description is available online: <https://ci-ceit.edu.ck/ccoa/>

## Length of Programme

Students must commit to 144 learning hours over 10 weeks (2 hours a day, 5 days a week). Semester begins on 9<sup>th</sup> August 2021 and ends on 15<sup>th</sup> October 2021, followed by 2 weeks to complete a short project, one week study break, and Final Exam week.

Week	SEM 1 Dates	Academic Dates
	19 – 31 July (2wk)	Student Registrations Online
1	9- 13 Aug	Orientation / Class starts. Module 1 Computer Fundamentals
2	16 - 20 Aug	Module 2 Windows Environment
3	23 - 27 Aug	Deadline for Withdrawal
4	30 - 3 Sep	Module 3 MS Word
5	6 - 10 Sep	Module 3 MS Word
6	13 - 17 Sep	Module 3 MS Excel
7	20 - 24 Sep	Module 3 MS Excel
8	27 - 1 Oct	Module 3 MS PowerPoint
9	4 - 8 Oct	Module 4 Database Concepts
10	11 - 15 Oct	Module 5 Database Management with MS Access
11	18 - 22 Oct	Final Project
12	25 - 29 Oct	Final Project
13	1 - 5 Nov	Study Week
14	8 - 12 Nov	Final Exams Week

## HOW TO APPLY

### Enquiries and Academic Counselling

This course is targeted to students who are beginners or basic computer users who wish to increase their confidence, skill and proficiency to an intermediate level. If you are unsure about which course is right for you, send an email to [ci-ceit@usp.ac.fj](mailto:ci-ceit@usp.ac.fj) to make an appointment with the Course Coordinator.

### Application Checklist

If you are a new student with CEIT then you must submit the following;

- E-Copy of Government Issued Identification; Passport Bio page OR Birth Certificate
- E-Copy of your Curriculum Vitae OR LinkedIn Profile URL

Past registered CEIT Students do not need to provide a copy of these documents.

## Register Online

Start your application: [www.ci-ceit.edu.ck/apply-online](http://www.ci-ceit.edu.ck/apply-online)

You will need a computer with internet access, and an email address to complete your online registration, receive updates on your application status, and other course information.

## Confirmation

CEIT will issue an Offer Letter by Email to all students confirming their admission into the programme no later than Tuesday 3<sup>rd</sup> August, 2021. All important information will be in the Offer Letter.

## Class Schedule

Student will be expected to attend a minimum of one class per week. Students must commit a minimum of 10 learning hours per week to the course in order to achieve the course learning objectives. Depending on the number of registrations there may be repeat classes throughout the week. Class schedule will be confirmed within the Offer Letter.

# Learning Resources and Student Support Services

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

- Fully equipped and newly furnished computer lab, webcams, headphones, smart board, whiteboard, with high-speed internet
- Course materials, textbooks and library access
- Highly qualified and experienced Master Trainers
- Free academic counselling during consultation hours and by appointment
- Student can download the Moodle App for Android and iOS devices
- Student Kitchen with water, tea, coffee supplies provided

For more information contact

### CCOA Course Coordinator and Trainer

Miimetua Nimerota, MIS, PGCTT

Email: [miimetua.nimerota@cookislands.gov.ck](mailto:miimetua.nimerota@cookislands.gov.ck)

\* Academic counselling hours by appointment only.

Tel: 29-427 | W: [www.ci-ceit.edu.ck](http://www.ci-ceit.edu.ck) | FB: [www.facebook.com/CEITCookIslands](https://www.facebook.com/CEITCookIslands)

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