



## CERTIFICATE COURSE IN OFFICE AUTOMATION (CCOA)

Course Fee: ~~\$420.00-NZD~~ Fee's Free

Duration: 17 Weeks

### Course Description

This basic certificate course is designed to provide Office workers with in-demand computer and digital literacy skills that are essential in today's modern workplace. Knowing how to effectively manage, protect and disseminate information stored on your digital devices, and automate information flows between programs, is a crucial skill that can help take your career to the next level of office productivity.

This course will improve your skill and confidence using a computer and Microsoft Office programs, including Access. Over the 17 weeks students will learn how to create and format reports in MS Word, create analytical reports in Excel, present your information in PowerPoint, and manage your data in MS Access.

### Course Contents

Sl	Module Name	Hours
1.	Fundamentals of Computer Systems	14
2.	Operate Client Operating System - Windows Environment	20
3.	Microsoft Office (Word, Excel, PowerPoint, Access)	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 hands-on projects and practical's, presentations, an applied learning capstone project, and a written examination at the end of the semester.

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 13 weeks (2 hours a day, 5 days a week). CEIT Academic Calendar is below.

Week	SEM 1 Dates	Academic Dates
0	10 Jan – 4 Feb (4wks)	Student Registrations Online
0	11 Feb-22	Confirmation and Offer Letters disseminated
1	14 - 18-Feb-22	Orientation / Class starts.
2	21 - 25-Feb-22	Module 1 Computer Fundamentals
3	28 - 04-Mar-22	Deadline for Withdrawal
4	7 - 11-Mar-22	Module 2 Windows Environment
5	14 - 18-Mar-22	
6	21 - 25-Mar-22	Module 3 MS Word
7	28 - 01-Apr-22	
8	4 - 08-Apr-22	Module 3 MS Excel
9	11 - 15-Apr-22	
10	18 - 22-Apr-22	Module 3 MS PowerPoint
11	25 - 29-Apr-22	Module 4 Database Concepts
12	2 - 06-May-22	Module 5 Database Management with MS Access
13	9 - 13-May-22	
14	16 - 20-May-22	Final Project
15	23 - 27-May-22	Final Project
16	30 - 03-Jun-22	Study Week
17	6 - 10-Jun-22	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 Friday 11<sup>th</sup> February, 2022. 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

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 | E: [ci-ceit@usp.ac.fj](mailto:ci-ceit@usp.ac.fj) | W: [www.ci-ceit.edu.ck](http://www.ci-ceit.edu.ck) | FB: [www.facebook.com/CEITCookIslands](https://www.facebook.com/CEITCookIslands)

*The India-Cook Islands Centre of Excellence in Information Technology is a registered Private Tertiary Education Provider (International) by the Cook Islands Ministry of Education under section 13 of the Education Act 2012*