CERTIFICATE COURSE IN OFFICE AUTOMATION (CCOA)

Course Fee: $420.00 (NZD)   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

SI	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 IndAia 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	Assessment & Due Date
0	29th Jan – 19th Feb	Student Registrations Online	
1	26 – 3-Mar-24	Orientation / Class starts.	
	4 – 10-Mar-24	Module 1 Computer Fundamentals	
2	11 – 17-Mar-24	Deadline for Withdrawal	Quiz 1 – 3%
3	18 – 24-Mar-24	Module 2 Windows Environment	
4	25 – 31-Mar-24		Quiz 2 – 3%
5	1 – 7-Apr-24	Module 3 MS Word	
6	8 – 14-Apr-24		Quiz 3 – 5%
7	15 – 21-Apr-24	Module 3 MS Excel	
8	22 – 28-Apr-24		Quiz 4 – 5%
9	29 – 5-May-24	Module 3 MS PowerPoint	Quiz 5 – 5%
10	6 – 12-May-24	Module 4 Database Concepts	
11	13 – 19-May-24	Module 5 Database Management with MS Access	Quiz 6 – 3%
12	20 – 26-May-24		Quiz 7 – 5%
13	27 – 2-Jun-24	Final Project	
14	3 – 9-Jun-24	Final Project	Project (20%)
15	10 – 16-Jun-24	Study Week	
16	17 – 23-Jun-24	Final Exams Week	
17	24 – 30-Jun-24	Final Exams Week	Final Exam (50%)

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 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

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 23rd February, 2024. 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

* Academic counselling hours by appointment only.

Tel: 29-427 | E: ci-ceit@usp.ac.fj | W: www.ci-ceit.edu.ck | FB: www.facebook.com/CEITCookIslands

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under section 13 of the Education Act 2012*