

CERTIFICATE IN COMPUTER APPLICATIONS

Overview:

The Certificate in Computer Applications (CCA) course provides students with the fundamental knowledge and skills to use computers in a modern business environment. Students will receive a certificate on successful completion of the course. Students enrolled for CCA will be allowed to appear for the International Computer Driving Licence (Starter) Examination administered by the Australian Computer Society (ACS). Completion of CCA will enable you to enrol in Certificate in Computing (CIC) with five subject's advanced standing.

Entry requirement:

- ✓ Grade 10 OR equivalent
- OR**
- ✓ Three years' work experience in the field of Computing

Intakes:

There are several batches that commence at different times during the first 6 months of the year.

Registration & Duration:

Registration is open all year round. This is an 18 weeks course with 8 – 16 hours per week.

Course fee:

K1, 425 for the course **OR** three installments of K500 each

Further studies / pathway:

IBS Certificate in Computing with five subject's awarded as advanced standing

Accommodation:

IBS provides minimum accommodation on campus and space is guaranteed upon payment of the full accommodation fee. There are separate blocks for female and male students.

Course Structure:

The course is divided into three stages:

Unit name	Hours
STAGE 1	
Fundamentals of Information Systems	40
Introduction to Computers and Windows	40
STAGE 2	
Word Processing (MS Word)	40
Business Writing Skills	20
STAGE 3	
Spreadsheet (MS Excel)	40
TOTAL HOURS	180

Award:

- ✓ IBS Certificate in Computer Applications

INSTITUTE OF BUSINESS STUDIES

For more information: Telephone: 325 4053 / 7210 8401 Fax: 325 8006 / 325 8652
Email: enquiry@ibs.ac.pg Website: www.ibs.ac.pg

An Institution of Higher Education - Act 1983

