

# CERTIFICATE IN COMPUTING

## **Overview:**

The Certificate in Computing (CIC) is designed as a foundation course in computing for students aspiring to be computer professionals. Students will receive a certificate on successful completion of the course. Completion of CIC will enable you to enroll in the IBS Diploma in Information Technology (DIT) / Diploma in Information Technology of the Australian Computer Society (ACS), Australia. Students enrolled for CIC will be allowed to appear for the International Computer Driving Licence (ICDL) Examination administered by the Australian Computer Society (ACS).

## **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 a 6 months consisting of 340 face-to-face lecture and practical class hours.

## **Course fee:**

K3, 200 including course materials **OR** scheduled payment options

## **Further studies / pathway:**

- ✓ IBS Diploma in Information Technology (DIT)
- ✓ ACS Diploma in Information Technology

## **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 four stages:

Unit name	Hours
<b>STAGE 1</b>	
Fundamentals of Information Systems	40
Introduction to Computers and Windows	40
Elements of Bookkeeping	20
<b>STAGE 2</b>	
Word Processing (MS Word)	40
Business Writing Skills	20
Bookkeeping	20
<b>STAGE 3</b>	
Spreadsheet (MS Excel)	40
Presentation (MS PowerPoint)	40
<b>STAGE 4</b>	
MYOB Accounting Package	40
Database Management (MS Access)	40
<b>TOTAL HOURS</b>	<b>340</b>

## **Awards:**

- ✓ IBS Certificate in Computing
- ✓ International Computer Driving Licence

# INSTITUTE OF BUSINESS STUDIES

**For more information:** Telephone: 325 4053 / 7210 8401 Fax: 325 8006 / 325 8652

Email: [enquiry@ibs.ac.pg](mailto:enquiry@ibs.ac.pg) Website: [www.ibs.ac.pg](http://www.ibs.ac.pg)

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