

Certificate in Business Computing

Qualification Description

The Certificate in Business Computing is approximately 6 months full-time* or 17 months part-time*. This qualification gives you a solid foundation in the use of personal computers and provides advanced skills in IT software applications for business purposes.

Completion of the qualification trains you towards MOS (Microsoft Office Specialist) certifications in three office applications.

What will I learn?

The skills that you will gain from this qualification will enable you to work in and assist with a broad range of software applications. You will master the essentials of word processing and spreadsheet software packages as well as the use of database programs and presentation applications. The Certificate in Business Computing also includes study of the Internet and e-Commerce, web page design, electronic accounting concepts, customer service and business skills.

Should I consider this qualification?

This qualification is ideal if you are keen to combine existing experience with computing skills to broaden or enhance your career prospects. Whether you are just starting out or need PC skills to add to your existing skill set or existing tertiary qualification, this qualification gives you hands on skills in a short time.

What do I need to start?

To ascertain whether you qualify for a qualification at Computer Power Institute, you must obtain a satisfactory result on our entrance assessment. Ideally, you will have successfully completed Year 12/UE or Bursary or have work experience behind you. Of course, you also need enthusiasm and a willingness to learn. No previous knowledge of IT is required to undertake this qualification.

Major Qualification Goals

Upon completion of this qualification, students are able to:

- Operate and maintain a personal computer
- Use common word processing, spreadsheet, presentation and database packages
- Perform simple accounting functions including using an electronic accounting application, and accessing electronic commerce and banking services
- Manage customer relationships with the appropriate customer service skills
- Demonstrate communication, time management, goal setting, planning and customer relation skills.

Career Paths

This qualification can complement your existing skills and qualifications or provide further opportunities in your current role. It can also prepare you for a number of career opportunities including:

CAREER ENTRY

Software Support
 Customer Support
 Office Administration
 Executive Assistant
 Business Assistant
 Retail Sales

FUTURE OPPORTUNITIES

Administration Manager
 Your own business

*Based on: Full-time study load of 5 shifts per week of approximately 5 hours per shift. Part-time study load of 2 shifts per week of approximately 4 hours per shift. Study schedules can also be tailored to meet your needs.

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INTRODUCTION

- Introduction to Computer Power
- Introduction to Computers
- Introduction to Outlook

KEYBOARDING

- Learning to touch-type
- Speed and accuracy development

OPERATE A COMPUTER

- Working with Windows
- Customising Windows
- Working with files
- Running applications

OCCUPATIONAL SAFETY AND HEALTH

- Occupational safety and health principals
- Safety in the office
- IT professionals and OSH

THE INTERNET AND e-COMMERCE

- Connecting to the Internet
- Obtain useful information from the Internet
- Using Internet programs

OPERATE A WORD PROCESSING APPLICATION

- Learning the basics
- Formatting documents
- Tabs, printing & spell check
- Multiple documents, creating templates & glossaries
- Formatting styles, table of contents
- Creating headers and footers
- Working with tables
- Using merge, macros & graphics
- Access, retrieve, manipulate, import and export data between Microsoft software applications
- Design documents to meet users requirements

BUSINESS DOCUMENT PRESENTATION

- Document fundamentals
- Create business letters and memos
- Document preparation and design
- Resumé and multi-column document design

OPERATE A SPREADSHEET APPLICATION

- Creating and formatting spreadsheets
- Creating basic formulas
- Worksheet presentation and charts
- Using advanced functions
- Advanced analysis techniques
- Working with databases
- Command & function macros

OPERATE A DATABASE APPLICATION

- Creating a database
- Organising the database
- Entering and retrieving data
- Reports and queries

OPERATE A PRESENTATION PACKAGE

- Learning the basics
- Working with templates
- Creating a slide presentation
- Importing data and graphics

DESIGNING WEB SITES

- Design, link and build Web pages
- Move HTML documents to a Web server
- HTML and Cascading Style Sheets

ACCOUNTING FUNDAMENTALS

- Introduction to accounting and management accounting
- The balance sheet & profit and loss statement
- Analysis and interpretation of financial statements

ELECTRONIC ACCOUNTING CONCEPTS

- Setting up MYOB-receivables, payables, inventory and sales
- Produce reports to manage a business

EXTENDED CUSTOMER SERVICE

- The customer/business relationship
- Dealing with difficult customers
- Customer feedback

PROFESSIONAL DEVELOPMENT PROGRAM

- Goal setting and planning
- Time and personal resource management
- Communication skills & decision making
- Telephone and written communication skills

EMPLOYMENT PREPARATION AND PLANNING

- Surveying the job market
- Matching skills with employer needs
- Interview techniques