

## CERTIFICATE COURSE IN BUSINESS COMPUTING (CCBC)

Course Fee: \$420.00 NZD

Duration: 17 Weeks

### Course Description

The objective of this course is to provide the student with skills, knowledge and competency in basic programming and advanced Microsoft Office. This qualification has a strong focus on information technology, software development life cycle, database technology, and communication skills. This course demands a command of wide-ranging specialized theoretical and practical skills, involving variable routine and non-routine contexts.

Students who will complete this course will be able to work in ICT industries as a software developer, IT Support, VB.NET developer, Database Administrator and Support. This qualification can complement professionals working in various other industries such as finance, marketing, management, administration, law enforcement. Prospective students must have a sound knowledge of computer basics, and fundamentals of programming language due to the strong programming requirement.

### Course Contents

Sl.	Module Name	Hours
1	Fundamentals of Computer & OS Concepts	20
2	Advanced MS Office	60
3	C Programming	30
4	Software Development Life Cycle	20
5	OOP with C++ with DS	40
6	Database Technologies with MS Access	30
7	VB.NET as Front End	60
8	Major Project	60
<b>Total</b>		<b>320</b>

Detailed course description available online: [www.ci-ceit.edu.ck/ccbc](http://www.ci-ceit.edu.ck/ccbc)

The CCBC 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 discussions, presentations, projects, and written examination.

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.

## Length of Programme

Students must commit to 320 learning hours over 13 weeks (2 hours a day, 5 days a week).

Week	SEM 1 Dates	Academic Dates	Assessment Dates
0		Student Registrations Online	
0		Confirmation and Offer Letters disseminated	
0		Orientation / Class starts.	
1		Module 1 Computer Fundamentals	Quiz 1 (3%)
2		Deadline for Withdrawal Module2 Advanced MS Office with Access	
3			Quiz 2 (3%)
4			Quiz 3 (3%)
5			Quiz 4 (3%)
6		Module 3 C Programming	
7			Quiz 5 (3%)
8		Module 4 Software Development Life Cycle	Quiz 6 (3%)
9		Module 5 OOP with C++ and DS	Quiz 7 (3%)
10		Module 6 Database Technologies	
11			Quiz 8 (3%)
12		Module 7 VB.NET	
13			Quiz 9 (3%)
14		Final Project	
15		Final Project	Project Report & Presentation (20%)
16		Study Week	
17		Final Exam	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](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 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. 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 access Moodle App System (online learning management system)
- ☐ Student Kitchen with water, tea, coffee supplies

For more information contact

**CCBC 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 | 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*