



Certificate in Business Studies & Internet Technology

This is an introduction course and is a minimum requirement for undertaking the Diploma in Business Administration & Computer Systems level. There are no clerical jobs any more, hence a combination of business studies and computing is crucial. However, we highly recommend candidates to pursue the combined Certificate in Information Systems and Diploma in Information Technology course first, as it covers computing basics including core application packages (Windows Operating System, Word Processing, PowerPoint Presentation, Excel Spreadsheets and Access Database). As stated above, *there are no clerical jobs anymore*, minimum requirement for and office job is **computer literacy**.

Why does the course exist – The purpose of this course is to familiarise candidates with the basic accounting, communication, organisation and internet fundamentals for managing both a personal/service-type business.

How does it fit into the larger programme – This is an entry level into the world of business studies. On completion of the Certificate level, candidates can choose different paths, namely; Business Administration, Accounting, Project Management, Business Economics, Management, Human Resource, Marketing, Finance, Administrative or Hospitality.

For who it was designed – The course is designed for 18 year olds and above, with little or no business knowledge.

How it will benefit candidates – The importance of business studies cannot be over emphasized, everything we do on a daily basis – be it personal or professional, revolves on business issues.

Subjects:

- HTML Internet Technology
- Accounting Principles
- Business Communication
- Business Organisation
- Business Maths

HTML Internet Technology - HyperText Markup Language (HTML) is a language to specify the structure of documents for retrieval across the Internet using browser programs of the World Wide Web.

Accounting Principles - when one starts a business they soon discover that things just don't happen in the real world the way they tell you: Invoices don't get paid by their due dates, adverts don't consistently bring in customers, sales don't continually rise, and profits aren't always there. Think of the accounting system as a wheel whose hub is the general ledger (G/L). Feeding the hub information are the spokes of the wheel.

Business Communication – Business Communication encompasses a huge body of knowledge both internal and external for the business. Internal communication includes communication of

corporate vision, strategies, plans, corporate culture, shared values and guiding principles, employee motivation and cross-pollination of ideas. External communication includes branding, marketing, advertising, customer relations, public relations, media relations and business negotiations. There different medium used in both internal and external communication. Whatever form it takes, the objective remains the same – to create a business value. Good communication matters because business organisations are made up of people. In business, “communication is everything.”

Business Organisation - Business organisation is one broad term which encompasses all areas of business management. It is the profession which is assigned with the task of analysing the business needs of the organisation ‘s employees and stakeholders.

Business Maths – Mathematical formulas and documents used regularly in business; including fractions, discounts, interest rates, bonds and insurance.