## Certificate in Information Systems (102)

This is an introduction course and is a minimum requirement before undertaking the Diploma in Information Technology. This course provide candidates with knowledge on (i) how a computer operates (ii) different computer parts (iii) computer numbering system (iv) how data is transformed into information (v) technical system implementation. There are no clerical jobs any more, hence understanding computer basics is crucial.

*Why does the course exists* – The purpose of this course is to familiarise candidates with the basic computer organisational structure and how information systems are implemented in organisations.

*How does it fits into the larger programme* – This is an entry level into the world of computer studies. On completion of the Certificate level, candidates proceed to Diploma in Information Technology. However, the Certificate is offered as a combined Certificate in Information Systems & Diploma in Information Technology.

*For who it was designed* – The course is designed for delegates, with little or no computing knowledge.

*How it will benefit candidates* – The importance of computer basics cannot be over emphasised, everything we do on a daily basis – be it personal or professional, revolves somehow on computer issues – from topping up a mobile phone to withdrawing cash from the cash machine.

*Subjects:*
- Introduction to Computers
- Business Information Systems
- Business English & Report Writing

**Introduction to Computers** - there are different models of computers and each is made up of many parts. There are many questions a new computer user can ask; how does the computer startup; what causes errors when working on the computer; how does the computer save work, print or store programs?

**Business Information Systems** - an information system is a collection of methods, practices, algorithms and methodologies that transforms data into information. It provides a sound foundation in business, technical and human issues of information systems design, development and management.

**Business English & Reporting** - every business produces documents. Report writing is at the core of business activities and functionalities; everything rotates around it. Producing documents with grammatical errors and unstructured reports lead to wrong interpretations, waster of time and losses.