



# COMPUTER APPLICATIONS IN BUSINESS

## ABOUT THE COURSE

This course provides students with the essential computer skills needed for success in today's business environment. Topics include digital communication, online safety, typing proficiency, word processing, spreadsheets, and databases. Students will gain practical experience through hands-on practice and real-world applications, while also earning valuable certifications through uCertify.

## COURSE OVERVIEW AND CERTIFICATIONS

- **Typing Proficiency:** Build speed and accuracy through focused practice, ensuring students meet professional typing standards.
- **Communication Essentials:** Master digital tools, email etiquette, and collaboration skills.
  - Certification: ICTv3 Communications Essentials
- **Cybersecurity:** Learn online safety, data protection, and ethical technology use.
  - Certification: uCertify IC3 Cybersecurity.
- **Word Processing:** Create professional documents such as resumes, letters, and reports.
  - Certification: CIW ICTv3-Word-Processing.
- **Spreadsheets:** Organize and analyze data effectively for business applications.
  - Certification: ICTv3 Spreadsheet Essentials
- **Databases:** Develop skills in managing and querying databases for efficient information handling.
  - Certification: CIW ICT-Database

## THE VALUE OF INDUSTRY CERTIFICATIONS

- **Proven Skills:** Certifications validate expertise in critical areas.
- **Career & Academic Edge:** Enhance resumes, applications, and job prospects.
- **Future Success:** Recognized by employers and colleges, certifications demonstrate readiness for advanced opportunities.