

CPD Course in Business Technology

Open Learning Programme Information

<p style="text-align: center;">Programme Information</p>	<p>Course Outline</p>	<p>Module A: using Information Technology</p> <ul style="list-style-type: none">• What does a Personal Computer do?• Deciding what a computer can do for your business• Common tasks performed by business software<ul style="list-style-type: none">Word-processingDatabasesSpreadsheetsInternetElectronic MailTask and schedule MonitoringGraphics• Specifying and choosing a PC• Choosing peripherals<ul style="list-style-type: none">PrintersScannersDigital camerasModems• Choosing software• The business case for a PC• Data security and housekeeping <p>Module B: Accounting with Computers</p> <ul style="list-style-type: none">• Benefits of computerised accounts• Getting started• How good are your accounts?• More about accounting• Using spreadsheets• Accounting packages• Problems and pitfalls• Housekeeping & hygiene
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