TECHNICAL
EDUCATION
ACADEMY

School of Computer Science

COURSE PROGRAMME

000229

ITES003 - Computer Essentials

Develop the key skills needed to start using computers or other devices effectively.



Learn from the Best in the Business!

Course overview

Foundation level

Why take this course

Develop the key skills needed to start using computers or other devices effectively.

The Computer Essentials module covers the main concepts and skills needed for using devices, computers, ICT, and software effectively.

Using computers in the workplace is now a common occurrence. Knowing how to manage computers, devices, and data securely and effectively is a valuable skill for workers.

Successful candidates will be able to use computers and devices to carry out essential everyday tasks. After passing this module, candidates will be familiar with computer operating systems and their peripherals and software.

Who it is for and how it helps

This module is suitable for a wide range of candidates who want to be able to take advantage of technology. It covers a range of main skills on computers, such as changing settings, creating and managing files, connecting to a network, and securing data.

What you will learn

- Understand key concepts relating to ICT, computers, devices and software.
- Start up and shut down a computer.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Create a simple document and print an output.
- Know about the main concepts of file management and be able to efficiently organise files and folders.
- Understand key storage concepts and use utility software to compress and extract large files.
- Understand network concepts and connection options and be able to connect to a network.
- Understand the importance of protecting data and devices from malware and of backing up data.
- Recognise considerations relating to green IT, accessibility and user health.

Pre-course requirements

- Possession of a minimum set of knowledge and skills for working on a computer

Participation and contacts

Joining the programme

Contact the Academy and quote course code 000229 to confirm dates, delivery format, prices and enrolment terms.

Training for your team

Tell us your business goals, the roles and number of participants, and your preferred dates and location. This will help us discuss the right training option.

Preparing for the programme

Read the pre-course requirements in this programme before enrolling.

Discuss your training needs

mail@tecedu.org
www.tecedu.academy

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