



Affordable Training Solutions.....



INTRODUCTION TO COMPUTING

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This course is designed principally for those who have very little or no experience in the use of computers. Holders of this qualification will have knowledge and understanding of the basics of using a computer, Microsoft Office applications and the internet. This course can be tailored to suit the needs of the individual.

Guided Learning Hours

10-20 guided learning hours are normally appropriate for a suitable course of study, depending upon the training needs of the student.

Form of Assessment

There is no examination for this course. Certificates of attendance will be issued to candidates on completion of the course.

Syllabus

- Getting Started
- Computer Desktop
- Using Windows
- Handling Files
- Microsoft Office applications
- The Internet & Web Browsing
- Using Email

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