



## BASIC COMPUTING AND I.T SKILLS

### *Introduction*

The Basic Computer & IT program is aimed at learners who have low-level Computer knowledge and very limited experience with the functions of a computer. To improve computer skills and knowledge, the learners are introduced to and use Windows programs.

The activities in this program address the needs of learners who want to learn basic computer skills to enhance their employability or for their personal interests and goals.

It's important to have a solid foundation of basic computer skills. Depending on your industry and employer, the computer skills you need will greatly vary. Understanding the various types of basic computer skills will help you to better understand what skills may be required for your field.

### *Objective*

Trainees should be familiar with the knowledge and skills on how to use the computer for basic purposes of preparing personnel/business letters or document, viewing information on Internet (the web), sending mails etc. This can include understanding certain software, applications, programs, tools and more.

### *Outline*

The course content will cover the following areas

1. Understand basic computer terminology
2. Perform the basic functions of using a desktop computer
3. Operating System (windows 8.1)
4. Microsoft Office
  - Microsoft Word
  - Microsoft Excel
  - Microsoft Powerpoint
  - Microsoft Access
  - Microsoft Visio
  - Outlook
5. Internet/Email

### *Outcome*

After completing the course, the trainee should;

- Start up and shutdown a computer correctly.
- Identify and state the main reasons for the use of computers
- Identify computer parts and describe their functions.
- Use a range of computer applications such as:
  - Microsoft Office Word
  - Microsoft Office Excel
  - Microsoft Office PowerPoint
  - Microsoft Office Access
  - Microsoft Office Visio
  - Outlook
- Use of the Internet and creating of email.

### *Certificate*

A Certificate of completion will be given to students by PMTC after trainee has been assessed as competent in all areas of the module.

### *Who should Attend*

- The Candidate should at least be 18 years of age and above.

### *Training Details and Costs*

**Duration:** 3 days (15 hrs)  
**Tuition Fees:** TBA  
**Venue:** PMTC, Konedobu

For further information please contact:

Hayley Kana

Registrar

Phone: 72320725/76218379

Email: [pmtcregistrarhk@gmail.com](mailto:pmtcregistrarhk@gmail.com)