

Globe Training Centre – (GTC)

Computer Driving Certificate (CDC)

(Curriculum)

Training Objective: Enable absolute beginners in computing to operate a microcomputer in line with business applications.

Training Outcome: Participants will gain skills to handle a PC with network essentials in business environments.

Content:

- **Introduction to Information and Communication Technology (ICT)**
- **What is a computer**
- **Types of computers**
- **How a computer works**
- **How to connect a personal computer (PC)**
- **Input and Output device practice**
- **Working with an Operating System (OS) – MS DOC, Windows XP**
- **Run programs and applications**
- **Monitor system performance**
- **Basic networking essentials**
- **Install/ uninstall software application**
- **How to protect a PC in terms of virus threats and other common threats**
- **The Internet and browsing**
- **Basic business application usage**
 - Basic word processing with MS Word 2007
 - Basic spreadsheet management with MS Excel 2007
- **Office Ergonomics**

Training Method: Theory, Practical sessions, Assignments, and Evaluations.

Duration: 04 Days (08:30 a.m. – 04:30 p.m.)