

Computer Skills Award

award

The **Computer Skills Award** is ideal for anyone who wishes to gain key office skills for life. The comprehensive and interactive course content covers the fundamentals of using a personal computer, how to use the Windows 10 environment effectively, and provides learners with in-depth knowledge of the Internet and how to use it productively.

AIMS AND OBJECTIVES

The purpose of this Award is to provide an understanding of the personal computer and its operations, to acquaint learners with the fundamentals of Windows 10 and to provide the essential skills necessary to use the Internet and its various components to its full potential.

PRE-REQUISITES

There are no pre-requisites other than the ability to type and a willingness to learn.

AWARD CONTENT

PC Fundamentals: This course includes eight modules covering the essentials of the personal computer. The course covers the history of the PC, the system unit, operating systems, working with devices, using application software, file management, creating and viewing multimedia, and computer communications and the Internet.

Windows 10: This course contains seven modules and will provide a comprehensive understanding of this popular operating system. Learners will cover how to get started with Windows 10, explore and customise the Taskbar, learn how to manage multiple windows, work with sound devices and device drivers, learn how to organise files and folders, personalise the Start menu, personalise user accounts, customise settings, add a printer, install fonts, explore the World Wide Web, set up an Internet connection, and more.

AWARD CONTENT (cont'd)

Internet Fundamentals: The course is designed for those who recognise the importance of the Internet and want to learn not only the basics, but also how to make effective use of a wide range of Internet resources. Learners will cover the history of the Internet, working with a Web browser (Google Chrome), searching the Web, downloading documents and applications, privacy aspects of the Internet, using Web-based email, social media, blogs, multimedia and HTML, and adding content to a Web page.

CAREER PATH

The Computer Skills Award provides a unique blend of learning for those wishing to gain work-ready skills to use in a wide range of careers. Learners will gain confidence when working with computers and the Internet, thereby providing a solid foundation for securing that next job or to provide a springboard for further study in any number of fields, including marketing, business, and web development.

COURSE DURATION

70 hours. This will vary from individual to individual based on prior knowledge and ability.



CPD POINTS: 70 hours
CPD points awarded upon successful completion.

To discuss your current skills and aspirations call now:

guideline learning time:

70 hours or 3.5 weeks full-time

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Salisbury House London Wall London EC2M 5QQ

020 7256 6668