Introduction to IT

Entry Requirements

- **GABECE Certificate / Junior Secondary School Certificate Transcript.**
- **No other specific entry requirements.**

Duration: 180 Hours

Knowing Computer

- What is a computer?
- Components of Computer System
- Concept of Hardware and Software
- Concepts of Computing, data and information
- Application of IECT
- Bringing Computer into Life

Operating Computer using GUI Based Operating System

- Introduction to Windows 10 Operating systems
- The User Interface
- Operating System Simple Setting
- Common utilities

Getting Started with Office 2013

- Microsoft Office 2013
- Starting an Office 2013 Application
- Getting Help from Office 2013
- Microsoft Word 2013
- Customizing an Office 2013 Program

Microsoft Excel 2013

- Getting started with Excel 2013
- Working with data and Excel tables
- Performing calculations on data
- Changing workbook appearance
- Focusing on specific data by using filters
- Creating charts and graphics
- Pivot Tables and Pivot Charts
- Printing worksheets and charts

Access 2013

- Microsoft Access 2013
- Creating Database and Simple Tables
- Create simple forms
- Display data
- Create simple reports
- Maintain data integrity

- Create queries
- Create custom forms
- Create custom reports
- Import and export data
- Make databases user friendly
- Protect databases
- Work in Access more efficiently

Microsoft PowerPoint 2013

- Introduction to Microsoft PowerPoint 2013
- Create presentations
- Work with Slides
- Work with Slide Text
- Add Simple Visual Enhancements
- Review & Deliver Presentation
- Present Content in the Table
- Add Other Enhancements
- Add Animations, Audio & Video
- Share & Review Presentation

MS Outlook 2013

- Getting Started with Outlook 2013
- Exploring Outlook 2013
- Send and Receive Email
- Store and Access Contact
- Managing Email Settings
- Troubleshooting Connection Problems

C - Language

- Overview of C programming
- Introduction
- Structure of C programming
- Program Execution
- C Character Set
- Delimiters
- C keywords
- Identifiers
- Constants
- Variables
- Data Types
- Operators
- Input and Output
- Decision Statements
- Loop Control Statements
- Arrays
- Functions
- Recursion
- Examples of C programming

Introduction to Internet, WWW and Web Browsers

- Basics of Computer Networks
- Introduction to Internet
- World Wide Web
- Web Browsing Software's
- Search Engines
- Understanding URL
- Surfing the Web

Communication and Collaboration

- Email
- Working with Emails
- Additional Features
- Document Collaboration
- Instant Messaging and Collaboration

Job Roles

- Junior IT Technician
- Data Entry
- Administrative Secretary
- Chat Support
- Voice Process
- C Programmer
- Documentation and Back End Associate
- Operations Executive
- Office Support Associate
- Office Administrator
- Junior Accountant
- Basic Finance Support

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