

Track 2 | Information Technology



IT Essentials: PC Hardware and Software

The course provides an excellent introduction to the IT industry and in-depth exposure to personal computers, hardware, and operating systems. Students learn the functionality of various hardware and software components and best practices in maintenance and safety issues.

Expected Outcomes

When participants complete the course, they should be able to:

- Conduct computer service and repair
- Work in fields of computer sales, computer design and manufacturing
- Accomplish help desk related tasks
- Teach IT Essentials and other CompTIA A+ type courses

Audience

The course is designed for employees, executives and students

Partner

Cisco Networking Academy

Delivery Mode

Blended Learning (e-learning + facilitator-based)

Language

English/Arabic

Instruction Hours

For Facilitators: A total of 40 hours including 30 hours of facilitated discussions, group exercises, case studies and online course materials and 10 hours of hands-on lab activity.

For Students: A total of 72 hours including 45 hours of facilitated discussions, group exercises, case studies and online course materials and 25 hours of hands-on lab activity.

Course Outline

Module 1: Fundamentals

Introduction to Personal Computer
Safe Lap Procedure and Tool Use
Computer Assembly Step-by-Step
Basics of Preventive Maintenance and Troubleshooting
Operating Systems
Laptops and Portable Devices
Printers and Scanners
Networks
Security
Communication Skills

Module 2: Advanced

Personal Computers
Operating Systems
Laptops and Portable Devices
Printers and Scanners
Networks
Security

IT in Organizations

The course is specifically designed to enable non-IT professionals to get acquainted with using Information Technology in their organizations.

Expected outcomes

When participants complete the course they should be able to:

- Explain basic computer operations and processing
- Understand , use and customize Internet options
- Be able to prepare and edit presentations
- Get acquainted with spreadsheets
- Be aware of database concepts and applications

Audience

This course is designed for non-IT professionals who seek to get sufficient and practical knowledge on IT

Partner

Middlesex University

Delivery Mode

Blended Learning (e-learning + facilitator-based)

Language

English

Instruction Hours

For students: A total of 30 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Module 1: Understanding computers and their history

Module 2: Operating Systems

Module 3: Programming languages

Module 4: Introduction to Spreadsheets

Module 5: Introduction to Databases

Module 6: Introductions to Web Publishing

Module 7: Information Representation

Module 8: Business Information Systems

Business Computer Basics

The Business Computer Basics course provides learners with basic computer and software literacy and to make them fully acquainted with basic computer and software systems and gain internet proficiency.

Expected Outcomes

When participants complete the course, they should be able to:

- Identify the difference between computer literacy and computer fluency
- Identify the types of hardware and software
- Describe the four main components of the Information System
- Identify Computer Networks and classify the types of Computer Networks.
- Define The Internet and discuss the Internet services.
- Identify the word processing Fundamentals
- Identify the Presentation Fundamentals
- Identify the Spreadsheet Fundamentals
- Identify the Database Fundamentals

Audience

This course is designed to help young graduates who are willing to start their own business and to learn basic IT tools and techniques. It also targets entrepreneurs who already have their own business and need to improve and expand their scope of work.

Partner

Middlesex University

Delivery Mode

Blended Learning (e-learning + facilitator-based)

Language

English

Instruction Hours

For students: A total of 30 hours including facilitated discussions, group exercises, case studies and online course materials.

Course Outline

Module 1: Understanding Computers and their History

Module 2: Internet and World Wide Web Fundamentals

Module 3: Word Processing Fundamentals

Module 4: Presentation Fundamentals

Module 5: Spreadsheet Fundamentals

Module 6: Database Fundamentals