

ICT BASIC TRAINING-

Course Overview



Information and communication technology is inevitable in the contemporary society. Both the private and public sectors rely heavily on it, since it involves collection, processing, storage and dissemination of data and information. CLC I.T basic training course seeks to equip in theoretical, practical and technical aspects that are minimally satisfactory to support and manage information systems, including networks.

Therefore, the course will emphasize and recuperate basic knowledge on the use of office and other related computer literacy topics such as hardware, operating systems, programming languages, data communications, applications software and information systems.

Expected Achievements:

- Describe the computer information system life cycle.
- Explain the fundamental concepts of computer hardware and software.
- Analyze a problem, decide whether it can or should be solved by a computer, and provide an appropriate solution.
- Describe the major components of applications software in the areas of word processing, spreadsheets, database management, presentation graphics, data communications, and Internet.

For More information Contacts us:

P.o Box 49789 - 00100, Nairobi
Tel: 02044040 98/ 0735 376 985
0700 920 931/ 0700 856 597

Email: info@consolatalanguagecentre.co.ke
dir@consolatalanguagecentre.co.ke
for more information/details confer :

Website: <http://www.consolatalanguagecentre.co.ke>





**Consolata
Language
Centre**

Raising standards in language
Learning & Teaching

COMPUTER PACKAGE:

Course Overview

This course introduces the student to the right and relevant use of the computer in general. Particular emphasis will be on office related programs, especially for the academic and communication world or field. It is therefore, considered very suitable for students who wish to use the computer software as a tool for a better projection of life in the techno world; resolution of digital problem related situations and secretarial duties, among others.

Achievements:

By the end of the full course, the student should be able to:

- Use an operating system software in the Windows environment.
- Use software packages in word processing, spreadsheets, database management, and graphics
- Use Web browsers, search engines and e-mail.