

Training Computer Applications (ICT)



Information & Communication Technologies are a critical element in economic development in the current information age.

LearnScapes **ICT** e-Learning was developed locally for local conditions and the South African market.

Benefits

- Establishes a tangible computer skills benchmark for all people.
- Helps to ensure consistent levels of computer ability among your organisation.
- Helps to reduce time wastage through lack of IT knowledge and corresponding ineffective work practices.
- Helps to reduce IT support costs.
- Improves productivity in your organisation.
- Provides greater information security awareness across your organisation.
- Raises awareness of the implication of viruses.
- Promotes responsible use of the Internet.
- Raises awareness of content copyright from the Internet.



Current ICT Courses

- Computer Literacy (Including Mouse & Keyboard Tutor)
- Internet Literacy
- PC Basics
- Windows
- Word
- Excel
- PowerPoint
- Access
- Outlook
- Internet Explorer
- Project

What is Computer Literacy?

Computer literacy is defined as the knowledge and ability to use computers and related technology efficiently, with a range of skills covering levels from elementary use to programming and advanced problem solving. Computer literacy can also refer to the comfort level someone has with using computer programs and other applications that are associated with computers. Another valuable component of computer literacy is knowing how computers work and operate. Having basic computer skills is a significant asset in the developed countries.



ICT Course Descriptions



COMPUTER LITERACY

Including Mouse & Keyboard Tutor.

Familiarisation with all the hardware and software components that make up the PC.



PC BASICS

Basic Concepts of IT.

The physical make-up of a PC and concepts such as data storage, memory and viruses.



WORD

Word Processing.

Creating, formatting and finishing a word processing document, and using more advanced word processing features.



POWERPOINT

Presentations.

Creating, formatting and preparing presentations, using graphics and charts and various slide show effects.



OUTLOOK

Manage email, time & information.

An integrated solution for managing your time and information, connecting across boundaries, and remaining in control of the information that reaches you.



PROJECT

Manage projects effectively.

Stay informed by controlling your project work, schedule, and finances and effectively communicate project data.



INTERNET LITERACY

Getting started with the Web, Browsers, E-mail, Internet Security, Newsgroups, Downloading, Search Engines and the Internet in general.



WINDOWS

Using the Computer and Managing Files.

The fundamental functions of a personal computer and its operating system.



EXCEL

Spreadsheets.

Developing, formatting and using a spreadsheet; using basic formulas and functions to perform standard mathematical and logical functions.



ACCESS

Databases.

Designing and planning a simple database using a standard database package; retrieving information from an existing database.



INTERNET EXPLORER

Using a Web browser application and available search engine tools to accomplish Web search tasks.

Delivery of Training

Streaming over your *INTRANET* or *NETWORK* this course delivers all the necessary information with minimal impact on your current network traffic.

