

Applied Basic IT

Course learning outcomes

The learner will able to:

- a) Have a basic knowledge of the field of IT and computer, especially within a work environment.
- b) Proceed with basic tasks involving a computer and certain programmes that are commonly used, such as email and word processor.
- c) Carry out with some responsibility and autonomy simple tasks related to computer and IT skills, especially in relation to the workplace.
- d) Explain the basics of using a computer.
- e) Write and send an email.
- f) Report on anything using a word processor.
- g) Communicate via social media (Facebook, Skype etc.).

