

## **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.).



© 2023 KPMG, a Maltese civil partnership and a member firm of the KPMG global organisation of independent member firms affiliated with KPMG International Limited, a private English company limited by guarantee. All rights reserved.

The KPMG name and logo are trademarks used under license by the independent member firms of the KPMG global organisation.