



AUM IT SOLUTIONS
corporate | career campus | recruits











Basic Computer Literacy

This course is designed to provide you with the essential computer skills needed to succeed in the business world. The course is aimed at people who have no previous computer knowledge. Using comprehensive, but easy to understand course material PLUS highly qualified lecturers PLUS helpful tutors, students are guaranteed to enjoy their learning experience. The course covers

The course is available Full Time over 5 days for 6 Weeks. Part Time over on eveining 6pm -8pm and Saturday mornings.

Aum IT, the world's largest independent IT training company and a proud EMC Authorized Training Partner offers the complete line of EMC curriculum for the IT professional taught by certified expert instructors.

Course Modules

-  Introduction To PCS
-  Windows 8 Fundamentals
-  Microsoft Word
-  Microsoft Excel
-  Microsoft Power Point
-  Internet & Email
-  Information & Communcion
-  Access Database(Optional)

Job Opportunities:

The qualification at this level is foundational and generic, allowing maximum mobility between qualifications. Apart from the workplace needs the qualification will address, it is also designed as an entry-level qualification into most further education and training fields, because of the wide application of end user Computing in any environment. This qualification was designed carefully to ensure vertical and horizontal articulation. It was developed to allow for further study in ICT and related fields at further education levels..

Course Modules

- 👉 Introduction to Computers Concepts of ICT & the use of its Components
- 👉 Microsoft Windows
- 👉 Microsoft Office
- 👉 Word Processing: Microsoft Word
- 👉 Spreadsheets: Microsoft Excel
- 👉 Database Creation: Microsoft Access
- 👉 Presentations: Microsoft Powerpoint and Basic Desktop Publishing: Microsoft Publisher
- 👉 Basic Mathematical Literacy and Basic knowledge of HIV/AIDS in the workplace
- 👉 Networking Fundamentals

