

# INFORMATION TECHNOLOGY FUNDAMENTALS

Guided Learning Hours: 84 | Duration: 3 Months

WITH



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# COMPUTER FUNDAMENTALS

## Guided Learning Hours: 12

### After the successful completion of module, the candidate will:

- Have a grip on major concepts about computers, ICT, devices and software
- Know about how to start / restart or shut down the system
- Be able to effectively use the computer desktop using shortcut keys, icons of various operating systems
- Use the settings of operating system and try to utilize built-in help features
- Know how to create simple documents and get the print outs
- Practice on the file management and know how to efficiently manage files, sub-directories and directories
- Have awareness about main storage concepts and utility software usage to compress and extract files and folders
- Know about various system networking concepts and be able to manage the connection to a network
- Know about the data protection and various techniques to protect sensitive data and devices from trojans
- Know how to take data back up
- Know about the importance and recognition of user health relevant to I.T

### Advantages of Module:

- The module will comprise major skills and concepts which are relevant to ICT, computer hardware and software
- The module will ensure the best practices in using computer efficiently and effectively
- The module is developed with I.T experts and professionals from all around the globe

## Course Contents:

Module Category	Task Description
<b>Computer Introduction</b>	<ul style="list-style-type: none"> <li>• Software</li> <li>• ICT</li> <li>• Hardware</li> <li>• Start / Restart &amp; Shut Down</li> </ul>
<b>Desktop &amp; System Settings</b>	<ul style="list-style-type: none"> <li>• How to use System Tools &amp; Settings</li> <li>• How to work in Windows Interface</li> </ul>
<b>Output Management</b>	<ul style="list-style-type: none"> <li>• How to perform Document Printing</li> </ul>
<b>File &amp; Storage Management</b>	<ul style="list-style-type: none"> <li>• What are Files and Directories</li> <li>• Managing Files and Directories</li> <li>• Data and File Storage Management</li> </ul>
<b>Computer Networks</b>	<ul style="list-style-type: none"> <li>• What is a Computer Network</li> <li>• Networking Concepts</li> <li>• How to access and create a Network</li> </ul>
<b>User Health &amp; Computer Security</b>	<ul style="list-style-type: none"> <li>• Sensitive Data Protection Techniques</li> <li>• Measures to protect system from Trojans, Worms</li> <li>• User health and safety measures</li> </ul>

# COMPUTER SECURITY FUNDAMENTALS

## Guided Learning Hours: 12

### After the successful completion of module, the candidate will:

- Have a grip on major concepts about the importance of data and information privacy, security and identity theft
- Know about measures to protect the computer system from Trojans, Worms and any unauthorised access to the system
- Know about various kinds of computer networks and networking related issues including firewalls in the system
- Know about how to use various internet browsers and how to use secured communication over the internet
- Know about various internet security issues related to using different communication tools, comprising e-mail, social media and instant messaging
- Know how to do system back up and restore the data properly
- Know how to handle sensitive data and devices securely

### Advantages of Module:

- The module will comprise major skills and concepts which are relevant to ICT, computer hardware, software and security
- The module will ensure the best practices in using I.T security
- The module is developed with I.T experts and professionals from all around the globe, ensuring the relevance with the module curriculum



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## Course Contents:

Module Category	Task Description
<b>Computer Security</b>	<ul style="list-style-type: none"><li>• Data Security &amp; Threats</li><li>• Importance of Data &amp; Information</li><li>• Personal Security</li></ul>
<b>Trojans, Malware &amp; Worms</b>	<ul style="list-style-type: none"><li>• What are Trojans, Worms &amp; Viruses</li><li>• Types of Malware</li><li>• How to get protection from Malware</li></ul>
<b>Computer Network Security</b>	<ul style="list-style-type: none"><li>• What is a Computer Network</li><li>• What is Network Security</li><li>• What is Wireless Security and its loop holes</li><li>• Access Control Structures</li></ul>
<b>Web Based Security</b>	<ul style="list-style-type: none"><li>• What is Internet Browsing</li><li>• Secured Web based Browsing</li><li>• What is Social Networking</li><li>• Data Storage, Compression &amp; Extraction</li></ul>
<b>Data Communication</b>	<ul style="list-style-type: none"><li>• What is E-mail and how to use it</li><li>• Social Media Communication</li><li>• Other Communication Tools</li></ul>
<b>Data Security Management</b>	<ul style="list-style-type: none"><li>• How to do Data Back Up and Security</li><li>• How to restore data</li></ul>

# ONLINE FUNDAMENTALS

## Guided Learning Hours: 12

### After the successful completion of module, the candidate will:

- Have a grip on Internet Browsing and the concepts related to Online Security
- Know how to effectively use and manage the web browser settings, important bookmarks and internet outputs
- Know about techniques on effective online search and how to critically analyse the web content
- Know about key concepts of online communication including e-mail and instant messaging
- Know how to compose, send, receive email, manage email appointments and email settings
- Know about the issues related to data protection and copyright

### Advantages of Module:

- The module will comprise necessary skills required to understand the major concepts about Web Browsing and Online Security
- The module will ensure the best practices in effective computer use
- The module is developed with I.T experts and professionals from all around the globe, ensuring the relevance with the module curriculum



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## Course Contents:

Module Category	Task Description
<b>Web Browsing</b>	<ul style="list-style-type: none"><li>• Key Elements</li><li>• Web Security &amp; Safety Measures</li><li>• What is Web Browser and how to use it</li><li>• How to bookmark in web browser</li><li>• Understand Web Outputs</li><li>• Browser Tools &amp; Settings</li></ul>
<b>Search Engine Information</b>	<ul style="list-style-type: none"><li>• Information about Search Engine</li><li>• Web Search Evaluation</li><li>• What is Data Protection and Copyright</li></ul>
<b>Web Communication</b>	<ul style="list-style-type: none"><li>• What is Web Communication</li><li>• What are Online Communication Features &amp; Tools</li><li>• What is E-mailing</li></ul>
<b>E-mailing</b>	<ul style="list-style-type: none"><li>• How to Send E-mail</li><li>• How to Receive E-mail</li><li>• How to Manage Email</li><li>• Understand Email Settings and Tools</li><li>• How to use Calendar tool in E-mail</li></ul>

# WORD Processing Fundamentals

## Guided Learning Hours: 12

### After the successful completion of module, the candidate will:

- Know how to create and save a document in various file formats
- Know how to Customize and Modify the Documents in Word Processing Application
- Know about applying various formats to word processing documents
- Know how to insert, delete and merge rows and columns in tables
- Know how to insert objects and images into word processing document
- Know how to apply various page settings into the documents
- Know how to use the Mail Merge features to create form letters in Word Processing
- Know how to review the content by applying grammar and spell check options in the documents
- Know how to utilize custom built help features available in the application

### Advantages of Module:

- The module will comprise necessary skills required to use word processing application
- The module can be utilized for different spreadsheet applications ranging from vendor packages to freewares
- The module will ensure the best practices in effective word processing software usage
- The module is developed with I.T experts and professionals from all around the globe, ensuring the relevance with the module curriculum





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## Course Contents:

Module Category	Task Description
<b>Using Word Processor</b>	<ul style="list-style-type: none"><li>• How to use the application</li><li>• What are the benefits of Word Processor</li></ul>
<b>Composing the Document</b>	<ul style="list-style-type: none"><li>• How to select, enter and edit a word processing document</li></ul>
<b>Format Options</b>	<ul style="list-style-type: none"><li>• How to use format options in the text</li><li>• How to use format options in document paragraph</li><li>• How to use various style options</li></ul>
<b>Images/ Tables / Objects</b>	<ul style="list-style-type: none"><li>• How to insert and select Images and Tables</li><li>• How to use different formatting options</li></ul>
<b>Mail Merge Feature</b>	<ul style="list-style-type: none"><li>• What is Mail Merge Feature</li><li>• What are the benefits</li><li>• How to use Mail Merge Features</li></ul>
<b>Finalize Output</b>	<ul style="list-style-type: none"><li>• Finalize and print out the document</li></ul>

# SPREADSHEET FUNDAMENTALS

## Guided Learning Hours: 12

### After the successful completion of module, the candidate will:

- Know how to create and save a spreadsheet in various formats
- Know how to enter data in cells and create various lists
- Practise in editing rows and columns in spreadsheets
- Know how to select, copy, move, filter, sort and delete data
- Know how to rename, copy, move and delete worksheets
- Know how to use built in and custom built error free formulas
- Know how to format data in worksheets
- Know how to create and format various charts
- Know about page settings of worksheets
- Know how to adjust content settings before printing out the worksheet
- Know how to utilize custom built help features available in the application

### Advantages of Module:

- The module will comprise necessary skills required to use spreadsheets
- The module can be utilized for different spreadsheet applications ranging from vendor packages to freewares
- The module will ensure the best practices in effective spreadsheet software usage
- The module is developed with I.T experts and professionals from all around the globe, ensuring the relevance with the module curriculum

## Course Contents:

Module Category	Task Description
<b>Using the Spreadsheets</b>	<ul style="list-style-type: none"> <li>• How to use the application</li> <li>• What are the benefits of Spreadsheets</li> </ul>
<b>Cells in Worsheets</b>	<ul style="list-style-type: none"> <li>• How to Select and Insert data in cells</li> <li>• How to Filter, Edit and Sort cells</li> <li>• How to Copy, Move and Delete cells</li> </ul>
<b>Spreadsheet Management</b>	<ul style="list-style-type: none"> <li>• How to organize worksheets</li> <li>• How to manage multiple spreadsheets</li> </ul>
<b>Spreadsheet Formulas &amp; Function Management</b>	<ul style="list-style-type: none"> <li>• How and when to use built in Arithmetic Formulas</li> <li>• Using complex Mathematical Functions</li> </ul>
<b>Spreadsheet Formatting</b>	<ul style="list-style-type: none"> <li>• How to apply formatting in cells data</li> <li>• How to use Worksheet Alignment</li> </ul>
<b>Charts</b>	<ul style="list-style-type: none"> <li>• How to Create and Modify charts</li> </ul>
<b>Charts</b>	<ul style="list-style-type: none"> <li>• Finalize and print out the worksheet</li> </ul>

## PRESENTATION FUNDAMENTALS

### Guided Learning Hours: 12

#### After the successful completion of module, the candidate will:

- Know how to create and save a presentation in various formats
- Know about various presentation views and their uses
- Know about different presentation layouts and designs
- Know how to edit and format content in slides
- Have a grip on giving unique titles in slides
- Know how to create, edit and format various charts
- Know how to use and format various images and videos in slides
- Know about using custom built animations and effects in presentation slides
- Know how to run and proof read presentation slides before presenting them finally
- Know how to utilize custom built help features available in the application

#### Advantages of Module:

- The module will comprise necessary skills required to use presentation applications
- The module can be utilized for different presentation applications ranging from vendor packages to freewares
- The module will ensure the best practices in effective presentation software usage
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## Course Contents:

Module Category	Task Description
<b>Software Usage</b>	<ul style="list-style-type: none"><li>• How to use the application</li><li>• What are the benefits of using application</li></ul>
<b>Develop Presentation</b>	<ul style="list-style-type: none"><li>• Use custom built presentation views</li><li>• How to create slides</li><li>• How to make slides at expert level</li></ul>
<b>Text Management</b>	<ul style="list-style-type: none"><li>• How and what text to use in Slides</li><li>• How to develop various lists</li><li>• How to format slides</li><li>• How to create custom tables</li></ul>
<b>Using Charts</b>	<ul style="list-style-type: none"><li>• How to create and manage charts</li></ul>
<b>Graphical Objects</b>	<ul style="list-style-type: none"><li>• How to use various graphical objects</li><li>• How to format objects</li><li>• How to use drawing tools</li></ul>
<b>Final Slides</b>	<ul style="list-style-type: none"><li>• Final proof reading of Slides</li><li>• Deliver the presentation</li></ul>

# DATABASE FUNDAMENTALS

## Guided Learning Hours: 12

### After the successful completion of module, the candidate will:

- Know how to create and save a presentation in various formats
- Have a grip on how to operate and organize simple database
- Know how to Create, Enter and Edit a Table, fields and its properties
- Know how to Create, Enter and Modify a form
- Know how to delete records and data
- Know how to sort and filter a form
- Know how to create, run and modify various queries
- Know how to run various reports and prepare required output

### Advantages of Module:

- The module will comprise necessary skills required to operate the database
- The module can be utilized for different presentation applications ranging from vendor packages to freewares
- The module will ensure the best practices in effective presentation software usage
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## Course Contents:

Module Category	Task Description
<b>Database Usage</b>	<ul style="list-style-type: none"><li>• How to use the application</li><li>• How to manage the Database</li><li>• Understanding Database Relationships</li></ul>
<b>Database Tables</b>	<ul style="list-style-type: none"><li>• Record Management</li><li>• Design Management in Application</li></ul>
<b>Records Retrieval</b>	<ul style="list-style-type: none"><li>• Queries Generation and Records</li></ul>
<b>Application Reports</b>	<ul style="list-style-type: none"><li>• How to generate reports and export the data</li></ul>
<b>Finalizing Outputs</b>	<ul style="list-style-type: none"><li>• Final Printing of records</li></ul>