

02 Days – Use Essentials Features of a Computer (16 hrs) (ICDL Certification)

Course Duration	16 Hours	Course Fee	Subsidy & Nett Fees	Mode of Training
		Full Fee: \$360	Please refer to page 2	Classroom

Certification Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 45 minute online assessment at the end of the course.

Entry Requirement Primary education without PSLE/PSPE Certificate or their equivalent

Course Objective This module sets out essential concepts and skills relating to the use of devices, file creation and management, networks and data security.

Successful candidates will be able to:

- Understand key concepts relating to ICT, computers, devices and software.
- Start up and shut down a computer.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Create a simple document and print an output.
- Know about the main concepts of file management and be able to efficiently organise files and folders.
- Understand key storage concepts and use utility software to compress and extract large files.
- Understand network concepts and connection options and be able to connect to a network.
- Understand the importance of protecting data and devices from malware and of backing up data.
- Recognise considerations relating to green IT, accessibility and user health.

Course Outline

Section 1 – Computers and Devices

Define the term ICT:

Types of ICT:

- Internet service
- Mobile technology
- Office applications

Hardware:

- Types of computer
- Processor - RAM
- Storage
- Printers
- Scanners
- Identify input/output ports e.g. USB, HDMI

Section 2 – Software and Licensing

Operating system

End-user license

Agreement

Types of software licenses:

- Proprietary
- Open source
- Trial version
- Shareware
- Freeware

Last Updated on 12/08/2021

Section 3 – Desktop and Windows

- Icons
- Using Windows
- Tools and Settings
- Change Desktop Configuration settings:
 - Date / Time
 - Language
 - Connect a Device (USB Flash Drive, Digital Camera, Media Player)

Capture Full Screen

Section 5 – Organise Files and Folders

- Display File Properties
- Sort Files
- Copy, Move and Delete Files
- Empty Recycle Bin

Section 7 – Networks and Network Access

- Network
- Intranet
- Virtual Private Network
- Transfer Rate
- Downloading
- Uploading
- Connecting to Internet Via Different Options
- ISP
- Connect to and Status of Wireless Network
- Protected/Secure, Open

Section 4 – Working with Text

- Open and Close a Word Processing Application
- Copy and Move Text
- Paste Screen Capture
- Save and name a document
- Set fault Printer
- Print, View, Restart, Cancel a Print Job

Section 6 – Storage and Compression

- Identify the Storage Media
- Storage Capacity
- Available Space
- Compress Files
- Extract Compressed Files

Section 8 – Security and Well-Being

- Protecting Data and Devices
- Good Password Policy
- Firewall
- Backup
- Update Software
- Malware
- Anti-Virus Software

Section 9 – Health and Green IT

- Take Regular Break
- Appropriate Lighting
- Energy Saving Practices
- Recycling

Subsidy

02 days – Use Essential Features of a Computer (16 hrs) (ICDL Certification) TGS-2014500578		
	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$360.00	\$360.00
SkillsFuture Funding	\$324.00	\$272.00
Total Gross Fee	\$36.00	\$88.00
GST 7%	\$25.20	\$25.20
Skillsfuture Credit Deduction/Cash	\$61.20	\$113.20

Participant need to pass the test to get subsidy

Eligible for Claim Period: 15 July 2014 - 20 Oct 2023

SSG Advice:

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website (www.skillsfuture.sg/credit) to choose for the courses available on the SkillsFuture Credit course directory.

