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Good IT skills improve learning and productivity. This page is a guide to help you choose an IT training centre.

Information included will also help you in important points to consider when seeking computer training. This is even more important if you do not presently have a computer. The price of the PC, though getting cheaper, is still very expensive for a lot of people. This will enable you practice and test skills acquired on a daily basis. As they say practice makes perfect. This time will enable you learn what you have been thought. Practice time should be three to five times the training time for each topic. Inadequate practice is the main reason people who have gone for computer skills training in the past still feel lost when confronted with an opportunity to use a PC. Today there are cheap used and assembled computers to choose from. You can buy a used PC for a price as low as 25,000 Naira in Nigeria. Assembled computers cost a bit more, prices start at about N40,000. Financing is available for brand new computers from banks. This will ensure that knowledge acquired remain relevant today and in the future. Also ensure that all the hardware and software required for the training are on ground. Of course a good training centre should have internet access. If you are not very efficient at using the internet, such a place will help you sharpen your internet skills. This must be written down and used when looking for a training centre. Once you are clear with your goal you should use it in selecting a training centre. If their objectives do not match or exceed your goals, look for another training centre. Ideally, it should be a list of what you should be able to do at the end of the programme. It may also involve learning how to use a piece of hardware. You must ensure that what you are learning is state of the art, don't go learning outdated skills. For instance if you want to learn in a Windows environment, you should go for at least Windows XP. However, Windows Vistas is the ideal. If you have a PC, install a similar version of software as the one you are learning.

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This will make it easier to practice privately using your PC. Before learning any package, research and find out the versions that are popular in organisations. You should also learn the version used in your organisation. You should also ensure that the timing of the training fits into your schedule. If you are busy during the workdays, you should go for a weekend programme. If it is convenient for you, attend an evening programme. Ensure that the duration will be enough to reasonably cover the course content. Some training centres cram the course content with mouth watering topics to lure you to signup for their programme, its all about advertising. Most time, the duration of the training is not enough to do justice to the course content. Computer appreciation will enable you to have a basic understanding of how to use a PC. This will also enable you understand some of the terminologies making learning easier. Each topic must be followed by real world assignments to enable you understand the subject. If you do not have a PC you should ensure that adequate time will be provided for you to learn using the centre's PCs. If you do not know how to copy a document from the hard disk to a flash drive or any other secondary storage device, this is the right time to acquire such skills. This will enable you to practice on your own. Inadequate practice is the reason why people feel lost in front of a PC after attending training programmes. The cost also depends on the quality of service of the training centre. You should also look for a training centre with a flexible payment plan. The article was last modified October 9th, 2019 The Blog also covers Online Services as well as Prices of Mobile Phones, Laptops, and other Gadgets. NaijaTechGuide is a leading Tech Blog in Nigeria with sizable audience in Kenya, Ghana, and India. Centres should be attempting to instruct learners in the latest developments.

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As computing develops and new features become common, so minor inclusions will be added e.g.

range of computer CD devices. Deep technical details are not expected, although it must be pointed out that learner performance in past papers suggests that superficial coverage in particular areas often results in learner misconceptions. Practical experience of the use of common generalpurpose packages word processing, database, spreadsheet etc. is essential. A significant part of the paper will test these. We ask Senior Examiners to comment on five or more responses in terms of why the mark was awarded with commentary about how to improve the answer if necessary. By continuing you are giving consent for us to set Cookies. Learn More Yes, I agree. Globally, people rely on computer technology to grow their careers, improve their lives, and to expand their opportunities. The course will run you through all of the basic concepts and techniques of using a personal computer, getting you up to speed with modern personal computing technology in no time at all. Start now and learn at your own pace. But a huge amount of people don't fully understand all the things they can do with their computers. There are so many features that they don't know how to use, so many possibilities they are not taking advantage of. Many people think they know the basics about computers, but really don't. The course will then cover Microsoft computer applications so that you can fully use these vital tools of modern life. It will train you in touch typing, so that using your computer becomes smoother and easier. It will then run you through more advanced functions such as data input and formatting, before finally running you through really practical uses of your new knowledge. Computer skills can do so much for so many, and even if you are already a proficient computer user, you can get a lot out of this course. There are tools and functions in this little machine that you never knew about.

This course will guide you through some of the best ones. You'll learn about IT safety and environmentally friendly ways to dispose of computer parts. You will know the legal matters involved in IT and gain a greater knowledge of computer software and hardware. You will have the skills to manage multiple files effectively. This course will teach you touch typing as well as how to use email and word processing applications, tasks that will help you to accomplish your daily goals. To successfully complete this Certificate course and become an Alison Graduate, you need to achieve 80% or higher in each course assessment. Once you have completed this Certificate course, you have the option to acquire an official Certificate, which is a great way to share your achievement with the world. Your Alison Certificate is Ideal for sharing with potential employers include it in your CV, professional social media profiles and job applications An indication of your commitment to continuously learn, upskill and achieve high results An incentive for you to continue empowering yourself through lifelong learning Alison offers 3 types of Certificates for completed Certificate courses Digital Certificate a downloadable Certificate in PDF format, immediately available to you when you complete your purchase Certificate a physical version of your officially branded and securitymarked Certificate, posted to you with FREE shipping Framed Certificate a physical version of your officially branded and securitymarked Certificate in a stylish frame, posted to you with FREE shipping All Certificates are available to purchase through the Alison Shop. For more information on purchasing Alison Certificates, please visit our FAQs. If you decide not to purchase your Alison Certificate, you can still demonstrate your achievement by sharing your Learner Record or Learner Achievement Verification, both of which are accessible from your Dashboard.

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engineering, business administration, management, science, commerce and arts, where an introductory course on computers is a part of curriculum. This tutorial assumes no background in Computers or Computer programming. Some programs focus more on operating basic software such as Microsoft Office while others focus on more intermediate and advanced topics such as using HyperText Markup Language HTML, graphics design software such as Adobe InDesign and Adobes photoediting application Photoshop. The course often includes information about the social, political and economic effects of Internet and technology on society. Students examine modern examples of how technology is used for research and communication. A course such as this can be taken as a beginning part of many programs to ensure students can use computers. Occasionally, this course touches on touch typing, requiring students to get typing speed up to a certain number of words per minute, usually around 45.

They add animation and sound to computer graphics, practice the basics of Web design and find ways to develop the basics to create more advanced designs. Desktop publishing techniques are often included, and students practice using software programs to edit Web pages and prepare them for publication. Students also edit photos and modify them by adding or removing colors, lightening, darkening and making photos presentable for print or Web publication. They also optimize images and layer them to create fuller, richer designs. Photoshop is an advancedlevel application and so courses for it are typically taken late in the certificate or degree program. They learn and incorporate computer programming languages in HyperText Markup Language HTML and Cascading Style Sheets CSS to design, publish and maintain a Web site. The students taking this class learn how to incorporate links to and from other Web pages and also add videos and images, editing them to fit the screen. Some programs include training for Adobe InDesign, which allows users to finetune graphics, layout and photos using a complex but powerful desktop publishing application. Commonly used applications, such as those. Commonly used applications, such as those. Web. 1 Sep 2020 accessed. Retrieved from.