Basic IT Skills

Introduction

Basic IT Skills Certification is designed to acquaint the students with the basic knowledge of computer hardware and software components, operating systems, networking and working with these components. This skill is almost needed in every profession as everything is digital nowadays. In this certificate, students will learn the fundamentals of computing including computer basics and organization, common tools and applications, data representations, algorithms, and programming. The focus of the certificate is to develop a good understanding of computing and basic knowledge about how computers are programmed. **Scope of Basic IT Skills**

System administrators and network administrators are typical jobs that are offered to this skill set. Working in cloud administration or security can benefit from having a system and network skills as well.

REQUIREMENTS:

- Matric/Intermediate/O/A-level

CURRICULUM:

Sr. No.	Contents
1	**Understanding Information Technology** • Definition of IT • Importance of IT skills in modern society • various aspects of life (work, education, personal)
2	**Essential Hardware Knowledge** • Knowing the basic components of a computer • CPU, RAM, and storage devices • Help users operate their devices more efficiently • Learn to have the most out of your hardware.
3	**Overview of computer hardware components** • Random Access Memory • Hard Disk Drives (HDDs) • Solid-State Drives (SSDs) • Long-term data storage
4	**Central Processing Unit (CPU)** • Core function of CPU • Clock Speed, Cache Memory • Knowledge of Thermal Design Power (TDP)
5	**Storage devices (HDD, SSD)** • Description of HDD (Hard Disk Drive) • Solid State drives (SSD)

Sr. No.	Contents
6	**Connecting peripherals** • Begin by identifying the peripheral device you want to connect 1. Keyboard 2. Mouse 3. Printer 4. External hard drive.
7	**Cleaning and basic Troubleshooting** • Determine the specific issue you're facing. • How to check slow computer? • System power • software errors.
8	**Operating systems (Windows, macOS, Linux)** • Core functions • Resource management • File system • Process management • Updates and processing • Security implements

Outcomes:

- Digital Literacy:
- Internet Proficiency:
- Media Handling:
- Troubleshooting Skills:
- Data Security

- Adaptation to Emerging Technologies
- Gateway to Advanced IT Learning

BENEFITS:

- Enhanced Employability
- Career Advancement
- Increased Productivity
- Global Connectivity
- Personal Empowerment
- Life Long Learning

Affiliation & Collaboarations

PBTE

PSDA