



Diploma in Information Technology

The Diploma in Information Technology (IT) is mainly used as an entry level to the different computing courses. On completion of the Information Technology course, candidates can advance themselves by choosing Web Design, Networking & PC Repair, Programming, Graphic Design, Database Technology, IP Routing or Computer Science. Another option is to diversify and choose Business, Accounting, Management, Finance or Hospitality. Training within the information technology industry can be extensive, and many information technology programs can lead to a diverse set of career options. An information technology qualification allow professionals to work in the field as IT Managers, Office Administrators, Department Managers, Access Database Administration and many more different positions.

Why does the course exists – This is a hands-on programme which covers Windows Operating Systems, Word, Excel, Access and PowerPoint. These programmes are used on a daily basis in each and every organisation, hence they are vital. Nowadays there are no clerical jobs any more, knowledge of application packages is considered as minimum requirement for most office jobs.

How it fits into the larger programme – This is the intermediate level. On completion of the Certificate in Information Systems, candidates proceed to the Diploma in Information Technology. However, this course is normally taken as a combined Certificate and Diploma.

For whom it was designed – The Diploma in Information Technology is designed for anybody who wants to learn computer application programmes. This course is also used as a base or minimum requirement for pursuing other BCE computing qualifications.

How it will benefit candidates – Candidates are involved in significant hands-on labs using Windows Operating System, Word, Excel, Access and PowerPoint, application programs used in 95% of organisations, which makes it vital.

Subjects:

- Windows Operating Systems
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint

Windows Operating Systems - an operating system is a program designed to run other programs on a computer. In a computer the operating system is the most important program. It is considered the backbone of a computer, managing both software and hardware resources. An operating system is responsible for everything from the control and allocation of memory to recognising input from external devices and transmitting output to computer displays. It also manages files on computer hard drives keeping track of files and directories on the disk and control peripherals, like printers and scanners. The operating system is the most important program that runs on a computer. Every general-purpose computer must have an operating system to run other programs. Operating system

influences the performance of all software on a computer. Without the knowledge on functions and operations of an operating system, there is no point in pursuing computer learning.

Microsoft Word - A word processor generally refers to a WYSIWYG ("What You See Is What You Get") system where the formatting takes place as text is entered; no further processing is needed prior to sending work to a printer. Microsoft Word is the most used word processor.

Microsoft Excel - A spreadsheet is the computer equivalent of a paper ledger sheet. It consists of a grid made from columns and rows. It is an environment that can make number manipulation easy and somewhat painless. Excel is without doubt a very powerful spreadsheet application and arguably the best in the world.

Microsoft Access - Microsoft Access is an application used to create small and midsize computer desktop databases for the Microsoft Office packages. It can also be used as a database server for web-based applications.

Microsoft PowerPoint - PowerPoint is a presentation software program that is part of the Microsoft Office package. PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of a topic. This program is widely used in businesses and classrooms and is an effective tool when used for training purposes.