

Basic Information Management

Class hours: 7.30 am – 12.30 pm

Pre-requisites: Participants should have basic computer skills

Course Description: This training is designed to provide knowledge and skills in managing digital information as well as general computer use. The training seeks to address areas in which the participant can learn new concepts, approaches and attitudes for effective information management. Some of the topics covered include; data formats and conversion between different data formats, document management, introduction to the internet and computer security.

Unit	Outline
Management of electronic documents	<ul style="list-style-type: none">• Electronic data formats• Electronic image formats• Conversion between formats• Production and management of electronic documents• Digital filing (File and folder structures)
Introduction to the internet	<ul style="list-style-type: none">• Internet Vs. World Wide Web (WWW)• Internet hardware and software• Browser basics• Search engines• Downloading and uploading documents• Internet messaging