

COMPUTER ESSENTIALS

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

ON COMPLETION OF THIS MODULE THE CANDIDATE 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 the importance of backing up data.
- Recognise considerations relating to green IT, accessibility, and user health.

WHAT ARE THE BENEFITS OF THIS MODULE?

- Covers the key skills and main concepts relating to ICT, computers, devices, and software.
- Certifies best practice in effective computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

SYLLABUS

The Syllabus sets out the specific knowledge and skills that make up this module, as informed by input from subject matter experts from a wide range of computer societies and organisations.

[Download the Computer Essentials Module Syllabus \(PDF\)](#)

COMPUTER ESSENTIALS SYLLABUS OVERVIEW:

- Computers and Devices
 - ICT
 - Hardware
 - Software and Licensing
 - Start Up, Shut Down
- Desktop, Icons, Settings
 - Desktops and Icons
 - Using Windows
 - Tools and Settings
- Outputs
 - Working with text
 - Printing
- File Management
 - Introducing Files and Folders
 - Organising Files and Folders
 - Storage and Compression
- Networks

Essentials Of Computer Security Bp S

Timothy J. O'Leary, Linda I. O'Leary



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Fundamentals of Computer Security Josef Pieprzyk, Thomas Hardjono, Jennifer Seberry, 2003-01-21 This reference work looks at modern concepts of computer security It introduces the basic mathematical background necessary to follow computer security concepts before moving on to modern developments in cryptography The concepts are presented clearly and illustrated by numerous examples Subjects covered include private key and public key encryption hashing digital signatures authentication secret sharing group oriented cryptography and many others The section on intrusion detection and access control provide examples of security systems implemented as a part of operating system Database and network security is also discussed The final chapters introduce modern e business systems based on digital cash

Essential Cyber Security Handbook In English Nam H Nguyen, 2018-02-03 The Essential Cyber Security Handbook is a great resource anywhere you go it presents the most current and leading edge research on system safety and security You do not need to be a cyber security expert to protect your information There are people out there whose main job it is trying to steal personal and financial information Are you worried about your online safety but you do not know where to start So this handbook will give you students scholars schools corporates businesses governments and technical decision makers the necessary knowledge to make informed decisions on cyber security at home or at work

5 Questions CEOs Should Ask About Cyber Risks
8 Most Common Internet Security Issues You May Face
Avoiding Copyright Infringement
Avoiding Social Engineering and Phishing Attacks
Avoiding the Pitfalls of Online Trading
Banking Securely Online
Basic Security Concepts
Basics of Cloud Computing
Before You Connect a New Computer to the Internet
Benefits and Risks of Free Email Services
Benefits of BCC
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Understanding Active Content and Cookies
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Coordinating Virus and Spyware Defense
Cybersecurity for Electronic Devices
Data Backup Options
Dealing with Cyberbullies
Debunking Some Common Myths
Defending Cell Phones and PDAs Against Attack
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Computer Security Basics Rick Lehtinen, Deborah Russell, G. T. Gangemi (Sr), 2006 This new edition of a well established handbook describes complicated concepts such as trusted systems encryption and mandatory access control in simple terms It tells users what they need to know to understand the basics of computer security

Foundations and Fundamentals in Human-Computer Interaction Constantine Stephanidis, Gavriel Salvendy, 2024-08-02 This book serves as a foundation to the field of HCI equipping readers with the necessary knowledge and skills to engage in this field This book Discusses human functionalities and characteristics relevant to interaction including sensory perception attention and memory language and communication emotions decision making as well as mental models human error and human actions Explores the evolution of HCI design approaches and the role of social and organizational psychology in HCI Discusses key concepts and societal aspects of interactive technologies such as user acceptance ethics privacy and trust Covers the historical background contributing disciplines essential concepts and theories within the domain This book will appeal to individuals interested in Human Computer Interaction research and applications

The Essential Guide to Telecommunications Annabel Z. Dodd, 2002 Covering the latest trends and technology changes this is the fully updated and revised bestselling guide to telecommunications for the nontechnical professional Includes sections on convergence globalization speech recognition and 3G cellular networks [Computer Fundamentals](#) DP Nagpal, 2008 Today computer has become an integral part of our life Some experts think that eventually the person who does not know how to use a computer will be handicapped in performing his or her job To become computer literate you should not only know the use of computers but also how and where they can be used If you are taking a course to familiarize yourself with the world of computers

Computer Fundamentals serves as an interesting and informative guide in your journey to computer literacy **The CISSP Prep Guide** Ronald L. Krutz, Russell Dean Vines, 2004-04-12 This updated bestseller features new more focused review material for the leading computer security certification the Certified Information Systems Security Professional or CISSP The first book on the market to offer comprehensive review material for the Information Systems Security Engineering Professional ISSEP subject concentration a new CISSP credential that is now required for employees and contractors of the National Security Agency NSA and will likely be adopted soon by the FBI CIA Department of Defense and Homeland Security Department The number of CISSPs is expected to grow by fifty percent in 2004 The CD ROM includes the Boson powered interactive test engine practice sets for CISSP and ISSEP *Fundamentals of Secure Computer Systems* Brett Tjaden, 2003 The topic of computer security involves the history and techniques of cryptography The field of cryptography predates written history Mathematicians working for Caesar in his drive to conquer the known world discovered techniques that are still in use today Brett Tjaden successfully blends motivating examples with contemporary techniques to address the needs of senior level undergraduate or graduate level computer science courses on security The topics covered in the book are increasingly making front page news Viruses have shut down the worldwide networks of major global corporations Controversy rages over the FBI's Carnivore project which identifies potential threats to national security and to uncover criminal activity The technical and conceptual issues that are the underpinnings of these unfolding events are covered

Oracle Identity Management Marlin B. Pohlman, 2008-04-09 In the third edition of this popular reference identity management specialist Marlin B Pohlman offers a definitive guide for corporate stewards struggling with the challenge of meeting regulatory compliance He examines multinational regulations delves into the nature of governance risk and compliance GRC and outlines a common taxonomy for the GRC space He also cites standards that are used illustrating compliance frameworks such as BSI ITIL and COBIT The text focuses on specific software components of the Oracle Identity Management solution and includes elements of the Oracle compliance architecture **McGraw-Hill Computing Essentials, 1996-1997** Timothy J. O'Leary, Linda I. O'Leary, 1995-12 This brief straightforward text covers computer concepts for the introduction to computers course The text is also available packaged with a CD ROM for students covering topics from the text plus demonstrations simulations projects tests and exercises Essential Computer Concepts Gary B. Shelly, 1993 This book offers streamlined coverage of computer concepts New topics include pen based and notebook computers multimedia and object oriented programming Updated materials include a revised system life cycle diagram as well as coverage of local area networks graphic user interfaces page printers expert systems and computer ethics Expanded information on management information systems is included as well as illustrations and photographs Computer Essentials Sarah E. Hutchinson, Sarah Hutchinson Clifford, Stacey C. Sawyer, 1996 This text provides a brief but complete survey of computers covering hardware software and information systems concepts It includes greater coverage of

multimedia and connectivity and supplies Internet addresses for additional information Essential Computer Concepts with Microcomputer Applications Shelly, James S. Quasney, 1991-03 *PC Mag*, 1997-02-04 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **Fundamentals of Telecommunication Networks** Tarek N. Saadawi, Mostafa H. Ammar, Ahmed El Hakeem, 1994-09-28 This book focuses on the fundamental techniques concepts and mechanisms used in the design development and operation of telecommunication networks Topics covered include Data Communication Fundamentals Network Protocols Architecture and the ISO Reference Model Local Area Network Protocols and Technology Integrated Services Digital Network ISDN Broadband ISDN and more *Business Periodicals Index*, 1983 *Reflex*, 2007 *Computer Fundamentals* Dennis A. Adams, 1993 *Computerworld*, 1979-04-30 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld.com twice monthly publication focused conference series and custom research form the hub of the world's largest global IT media network *Robotica*, 1995

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