

COMPETENCES

AFTER COMPLETING THIS COURSE, STUDENTS WILL BE ABLE TO:

- C1: Installation, configuration and maintenance of microcomputer systems, interpreting technical documentation and organizing the necessary resources.
- C2: Install and configure basic and application software, ensuring their performance in quality and safety conditions.
- C3: Budgeting systems as meeting customer requirements
- C4: Advise and assist the client to find appropriate solutions it needs.
- C5: Organize and develop the work assigned maintaining adequate working environment in professional relationships.
- C6: Use the means available query , to resolve within a reasonable time not known assumptions and professional questions
- C7: Solve problems and make individual decisions.

COMPETENCES DISTRIBUTION

COMPETENCE		ESSENTIAL 70% TIME 70% MARK	IDEAL 30% TIME 30% MARK
C1	Install , configure and maintain microcomputer systems		X
	Interpret technical documentation and organize resources		X
C2	Install and configure basic and application software.	X	
	Ensure the functioning of the basic software and application in terms of quality and safety.		X
C3	Budgeting systems as meeting customer requirements		X
C4	Advise and assist client	X	
	Finding solutions to customer needs		X
C5	Documents using office applications	X	
	Image manipulation and digital videos	X	
	Personal information managers and email	X	
C6	Use reference materials and basic application software to solve not known assumptions and professional questions		X
C7	Office applications types.	X	
	Software licenses types.	X	

CONTENTS

Office suite installation:

- Office applications types.
- Software licenses types.
- Installation and configuration procedures.

Document and templates using word processors

Documents and templates using spreadsheet

Using database applications

Creating digital presentations

Image manipulation and digital videos

Personal information managers and email