SHCC
St Helena Community College

IT Training @SHCC

August 2018

SHCC supports the St Helena Connected initiative

SHCC has a wide range of courses to help you 'get connected' whether you're a beginning computer user, an IT professional, or somewhere in between

IT Training

#Something for everyone #Opportunities for all

Getting Started

Are you a new computer user?

Do you feel as though you are the only person out there who doesn't understand email? SHCC's **Get Connected** course is perfect for you if you want to learn the basics about how to use a computer. We started by showing you how to turn it on! You will learn to use Skype and email, and we'll have you surfing the internet before you know it!

Building Skills

You can use a computer, but want to gain good basic skills.

If you're already comfortable with a mouse and a keyboard, you might want to consider our accredited **ECDL** (European Comptuer Driving Licence) course. ECDL will give you a range of basic skills.

If you want to focus on a specific area and think you might go on to certification later, you should consider Our **Introductory Microsoft** courses. These courses offer training in applications like Microsoft Word, Excel, Access, PowerPoint and Outlook, and can lead on to formal certification courses in these areas.

Microsoft Imagine Academy

Gain professional certification from Microsoft

Microsoft Imagine Academy offers a suite of Microsoft certified courses in four areas—Productivity, Computer Science, Data Science and IT Infrastructure. In Productivity, you can gain **Microsoft Office Specialist (MOS)** certification in Word, Excel, Access, PowerPoint and Outlook.

If your interest lies in the more technical aspects of IT, consider becoming a **Microsoft Technology Associate (MTA)**. MTA certification addresses a wide spectrum of fundamental technical concepts, assesses and validates your core technical knowledge, and enhances your technical credibility.

Cisco Academy

As the world changes, acquiring technical skills brings opportunity.

For 20 years, Cisco Networking Academy has changed the lives of over 8 million students in 180 countries by providing education, technical training, and career development. Whether you want to learn a programming language, prepare for the arrival of the submarine cable in St Helena, or become a networking professional, Cisco Academy courses offer internationally recognised qualifications and world class learning opportunities.

Basic IT Training	Microsoft Imagine Academy	Cisco Academy
Get Connected This is a new course for beginning computer users. Even if you're not sure how to turn on your computer, you can learn how to become comfortable and confident in using email, browsing the internet and keeping in touch with friends and family online. This course is taught face to face in our IT Suite. There are no tests and no homework, except to practice what you've learned. **BCS e-Safety Level 1** The BCS e-safety qualification, offered through the British Computing Society, gives learners the knowledge and understanding they need to protect themselves online. After you complete an online learning course, a short online test leads to an accredited qualification in e-Safety.	**Introduction to Microsoft Courses** If you are not quite ready to undertake full Microsoft certification in the MOS, SHCC has a number of introductory courses that will help build your skills and confidence to undertake the professional certification. These courses each require about 24 hours of study and prepare you for the MOS courses below. • **Introduction to Microsoft Office Word 2016** • **Introduction to Microsoft Office Excel 2016** • **Introduction to Microsoft Office PowerPoint 2016** • **Introduction to Microsoft Office Access 2016** • **Introduction to Microsoft Outlook 2016**	**CCNA (Cisco Certified Network Associate)** The Associate Level as the foundation level of professional networking certification. The CCNA certification will not only prepare you with the knowledge of foundational technologies, but ensure you stay relevant with the skill sets needed for the adoption of next generation technologies. ## CCNA Module 1 **CCNA R&S: Introduction to Networks** Begin preparing for a networking career with this introduction to how networks operate. This includes learning the architecture, structure, and functions needed to support the operations and priorities of Fortune 500 companies to small innovative retailers. You will even get the chance to configure a network yourself, such as a simple LAN (Local Area Network). After completing this course, you will have a working knowledge of routing, switching, network applications and protocols. No prerequisites required. Length: 70 hours Level: Intermediate *This is the first course in a 4-course series designed to prepare you for entry-level networking jobs*
ECDL	**Microsoft Office Specialist (MOS)** Microsoft Office Specialist (MOS) certification provides industry-leading assessments of skills and knowledge through project-based testing, using real-world exercises to appraise your understanding. This guarantees that you will have the skills to use the software effectively in your work environment. • **Microsoft Office Word 2016 Core** • **Microsoft Office Excel 2016 Core** • **Microsoft Office PowerPoint 2016** • **Microsoft Office Access 2016** • **Microsoft Outlook 2016**	
The **European Computer Driving Licence (ECDL)** is the benchmark for digital literacy in educational systems around the globe. ECDL equips students with the skills to use a computer confidently and effectively, building on existing knowledge and motivating further learning. ECDL programmes have been delivered to over 11 million people in 41 languages across 148 countries. **ECDL Essentials** is an excellent introduction to the world of technology. **ECDL Essentials units (Level 1)** • **IT user fundamentals** • **Using email and the internet** • **Security for IT users** **ECDL Extra** builds on a learner's basic knowledge and experience to improve their understanding of computer applications including word processing, spreadsheets and presentation software. ECDL Extra is accredited on QCF framework **ECDL Extra units (Level 2)** • **Word processing** • **Spreadsheet software** • **Presentation software** • **Improving productivity using IT**	**Microsoft Technology Associate** Microsoft Technology Associate (MTA) certification addresses fundamental technical concepts, and assesses and validates your core technical knowledge. • **MTA: Windows Server Fundamentals (IT Infrastructure)** Learn how to install, configure and troubleshoot Microsoft Windows Server • **MTA: Security Fundamentals (IT Infrastructure)** Build an understanding of security layers, operating system security, network security, and security software.	**Python Programming** Python is a very versatile, object-oriented programming language used by startups and tech giants alike. Python is also recommended for aspiring developers who are interested in pursuing careers in security and networking. Upon the completion of this course, you will be prepared to take the **PCAP – Certified Associate in Python** programming. No prior knowledge of programming is required. **Preparing for the Digital Explosion** This special intensive short course incorporates certificated Cisco modules in a special presentation designed to help prepare business owners and professionals on St Helena for the arrival of the submarine cable. *More details in October 2018*