

# Computer fundamentals e-learning channel

Practical course - 0,5d - Ref. 8FI

Price : 190 € E.T.

Qu'est-ce qui se cache derrière l'écran de votre ordinateur ? Entrez dans le monde dynamique de l'informatique avec notre chaîne spécialisée pour en comprendre les principes fondamentaux. Vous apprendrez à reconnaître les différents éléments permettant le fonctionnement de votre ordinateur et à vous protéger des menaces lorsque vous l'utilisez au quotidien. Vous verrez également comment les données peuvent être utilisées pour alimenter les dernières technologies.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Know the history of computing.
- ✓ Understand the specifics of the equipment.
- ✓ Use productivity and web applications.
- ✓ Identify data protection issues.
- ✓ Know how to protect information.
- ✓ Promote the company's IS security policy.
- ✓ Identify the risks of using digital tools.
- ✓ Securing your workstation.
- ✓ Know the fundamentals of Big Data.
- ✓ Recognize Big Data use cases.

## Intended audience

Anyone wishing to familiarize themselves with computers.

## Prerequisites

No special knowledge required.

### PARTICIPANTS

Anyone wishing to familiarize themselves with computers.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

## Practical details

### Digital activities

IT structure: recorded courses, expert videos and best practice sharing.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

A wealth of content produced by trainers following a rigorous pedagogical approach. During each course, operational cases are commented on by experts to help learners put into practice what they have just learned. To help learners anchor their memory, each content item is broken down into short sequences of 3 to 10 minutes. This enables each learner to learn dynamically and independently.

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## Course schedule

### 1 The world of computing, discovering the essential concepts

- Introduction to the history of computing.
- The equipment.
- Operating systems.
- Productivity applications.
- Internet and communication tools.

### 2 Raising awareness of IT security, reducing user risks

- Presentation of the various risks.
- How can I protect myself?
- Vigilance.
- Safety and teleworking.

### 3 Big Data, Discovery, concept and examples

- What is Big Data?
- Data, the black gold of the 21st century.
- Analysis, the wonderful world of Data Science.
- Exploiting data through innovative technologies.
- Big Data: use, abuses and risks.