



Training Course Information Form

Course Information

Course Name: Windows Operating System

Institute/Centre: Port Training Institute **Course Code:** C01

Type: Program Course Workshop

Course Duration: 5 days 3 days 1 days Other: --

Course Conducted: Local International
Indicate: -----

Course Venue:

Course Language: English Arabic Both Other: -----

Course Description

Course Outlines:

- Introduction, Desktop Main Screen and Accessories Group
- WordPad program
- Windows Explorer and My Computer for using Files& Folders
- Paint Program
- Control Panel Group (System setting – Adding Printer)
- Using Search, Run and Task list

Course Objectives:

- Training participants on how to use MS-Windows, different screens and different Windows applications

Learning outcomes:

Course includes: Theoretical Fire training module Laboratory Workshop
 Site Visit

Course Prerequisites: None

Who should attend: All departments

Course References:

No. of Participants/course: 5-10 10-15 15-20 Other: -----

Qualifications of Participants:

- Intermediate Degree (minimum)

No. of Lecturer: 1 2 5

No. of Assistance: 1 2 3

Course Facilities

White Board V. Projector Data show PC Manual Handouts
 Books Handouts Flip charts S/W Other:

Course Evaluation

Written Examination Written Report(s) Oral Presentation Attendance
 Delegates Participation

Certificate Issue:

Local Premises AASTMT International

Course Registration

Registration: AAST Admission Registration Online Other: -----

Documents

required:

Registration form ID/Passport copy Photo