

## PREREQUISITES

Good knowledge of German (at least B1)

## LEARNING OBJECTIVE

The "IT for All" qualification will enable you to use end devices and programmes efficiently and in a goal-oriented manner and to become familiar with technical terms and application examples. In addition, the aim is to actively use the Internet with its wealth of information and to master and control the diverse social media options.

## TARGET GROUP

People with little previous PC knowledge

## LEARNING METHOD

Experienced trainers convey the learning content via our virtual classroom and provide support for independent learning. Our digital coaches will support you.

## TYPE OF DEGREE

After successful participation you will receive a certificate.

## FUNDING

Eligible for funding through an educational voucher, the German federal and state pension insurance schemes and the Qualification Opportunities Act.



## CONTACT

**BBQ Bildung und Berufliche Qualifizierung gGmbH**

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## DATES AND LOCATION

On request or at

<https://www.biwe-bbq.de/jobturbo>



Digitale Angebote

## IT FOR ALL - DIGITAL FOUNDATIONS FOR THE WORKING WORLD



Job-Turbo

[www.biwe-bbq.de](http://www.biwe-bbq.de)

You learn from home or  
at our premises.





## IT FOR ALL - DIGITAL FOUNDATIONS FOR THE WORKING WORLD

*Although we come into contact with digital media on a daily basis in many areas of our lives - both privately and professionally - we are often unaware of basic knowledge about how devices or software work, for example. The "IT for All" qualification is aimed at people interested in further education who want to update their knowledge of digital media and acquire and improve their basic IT skills. You too can open up new career prospects. In order to optimise the content and support of the course for you, we assess the level of knowledge of the participants before the course begins.*

## CONTENTS

### With content from our partners Microsoft and Cisco

- Internet of Things and cyber security basics
- Microsoft Office 365 for team collaboration
- Finding a job in difficult economic times

### Digital media at a glance

- Mobile and stationary devices
- Information sources

### Hardware and operation

- Connection, installation + use of individual hardware components
- Procurement and price comparison

### Software and systems

- Operating systems and user programmes (MS Office)
- Internet, browser operation, Internet of things
- Internet-based applications (apps, clouds...)

### Data security and handling of data

- Data protection regulations
- Recognising fraudulent methods
- Anti-virus programmes, passwords/encryption options
- Data entry and processing + Documentation and reading skills when handling data
- Environmentally conscious behaviour

### Health protection

- New technologies and health risks

### Online communication, research and internet economy

- Emails and communication rules
- Social media (forums, social networks, etc.)
- Acquiring knowledge online, online research
- E-government, online banking, e-commerce

### Systems, processes and automation

- Work and value creation processes

### Knowledge transfer through application

## BENEFITS

More and more companies are digitalising processes, making workplaces more flexible and communicating in ever more complex ways. Digital skills are the ability to recognise and apply these changes in the world of work, to deal confidently with technology and to acquire new knowledge. There are therefore excellent career opportunities for digitally qualified employees. The course is a preparatory measure "Basic skills in the IT sector" for further training that can be used in the workplace.

## DURATION

161 teaching units of 45 minutes each

**We will be happy to advise you on the funding options**