

IT SHOULD JUST WORK! **Tame & Train Your PC Now**



This course will provide you with the skills and knowledge to research understand and take charge of the important technical issues of your Business (or home) IT System (ie. The computers and the devices plugged into them).

A small business can waste huge amounts of time and money in lost productivity when the computer system is performing poorly. It can cost dearly to outsource specialist help for what are essentially minor problems - most of which may be eliminated by management and user training.

Technology has changed the rules of business and provided more tools to capitalise on new opportunities.

It has also brought the complexity (with no manual) of managing computer systems, programs, networks, websites, and more.

A combination of intensive hands on training and tutorial sessions, external studies and on going online and telephone support will enable you to fast-track this qualification.

Course Content follows the checklist for effective management of clustered and/or individual items (software programs and hardware) of your computer system

- ✓ CHOOSE *IT*
...but the advertisement said this would do the job...
 - ✓ INSTALL *IT*
..the sink or swim approach may work – but not likely...
 - ✓ CONFIGURE *IT*
 - ✓ SECURE *IT*
 - ✓ USE *IT*
 - ✓ MAINTAIN *IT*
 - ✓ KNOW *IT*
 - ✓ TROUBLESHOOT & TEACH *IT*
- You know what the job demands; You know the budget constraints, the advertising copywriters do not. So take control. Learn how to ask the right questions, find the relevant answers and research the resume of the item. In other words you will learn to select the hardware and software that lets *you* get on with the job – while *IT* Just Works!
- Installing is more than unpacking the box and plugging all the bits in. Usually the item has to be introduced to the other parts of your PC system.. Just like the elderly aunt and the daughter's woolly haired partner there may be some difficulties in effective communication – this is sorted by taking an innovative approach – and hey that exactly one of your attributes or you would not be reading this.
- Look at the range of conditions under which the item will operate and make the necessary adjustments.
- Correct tensioning ensures we are not overtaken by a runaway wheel along the highway.
- Getting on with the job *and* taking *IT* beyond the boundaries – for example that simple word-processing program may be a fully fledged desktop publisher...
- It is not only the wheelbarrow that needs a clean and grease...
- What does your IT equipment get up to when no one is watching – be afraid, very afraid...
- It's more fun to know more, It's more fun to do more, and It's more fun to teach someone else to know/do more. One person *cannot* guarantee to be around *all* the time. Troubleshooting is fun – a competition – a battle of wits - think of it as a sporting event – revel in the competition.