



LEARNING AND DEVELOPMENT UNIT

5th Level, Warrens Towers II, Warrens, St. Michael

Tel: 535-6700 or Fax: 535-6728

INTRODUCTION TO COMPUTERS – FEBRUARY 23 – 27, 2026

- ICT0101



Officers who have no prior computer knowledge and need basic skills in their use.



- 8:30 a.m.
- 4:30 p.m.



To assist public officers with gaining a fundamental understanding and working knowledge of ICT.




- Face-2 Face

Click the “Apply Now” button below to access and complete your application.

APPLY NOW

Deadline for Receipt of Nominations Extended to:
February 12, 2026

Supervisors are encouraged to assist those members of staff who require assistance.

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- Hardware, Software and Peripherals
 - Data Security, Ethics and Legislation
 - Health and Safety: Computer Workstation Ergonomics
 - Understanding your Operating System
 - Personalising your computer
 - Storing and retrieving documents



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By the end of the course, participants should be able to:

- Utilise ICT for performing simple tasks
- Carry out the initial steps needed to use a PC
- Make use of common types of hardware and software while complying with relevant safety and security requirements
- Create and manage files and folders
- Solve common hardware and software errors
- Store and retrieve information saved on the computer or other storage devices

For further information please contact:

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