



COMPUTER IT TRAINING

**START YOUR IT
CAREER**

Table of Contents

Computer Training Course	3
Computer Training Schools	4
Computer Security Training	6
Computer Software Training	8
Computer Networking Training	9
Computer IT Training	10
Home Computer Training	12
Computer Repair Training	13
Sharpening Your Skills Through Online Computer Training	14
Computer Training	16

Computer Training Course

There are several types of computer training course available to the person seeking to learn about computers today. In fact, the whole arena of computer training can be so intimidating that it is good to take your time in selecting what courses you are wanting to take. In this article, we will examine the outline of a computer training course that would appeal to the computer newbie. This course outline is not meant to be all inclusive, nor is it meant to be professional advice for someone looking to enter into the computer technology field. It is simply a broad outline of which subjects are suggested, and in what order, for someone to learn about computers. That being said, let's take a look at our suggested computer training course.

To start, it would be a good course of action to look at classes teaching the basics of how to operate a computer. Information for this computer training course should include things like the basics of using an operating system, how to save information on a hard drive, floppy drives (although they are quickly becoming obsolete), and CD / DVD ROM drives. It is a good idea in the computer training course to also learn some basics about the internal operation of the computer (i.e., what makes it tick, how it works). It may seem like it is best to leave information on how the memory works and what RAM actually stands for to the professionals ... however, this would be a mistake.

It is important even for the average home computer user to understand some of these basics, as it will impact how they use the computer and their expectations of performance under certain work loads and software compatibilities, among other things.

Moving on from the basics, a computer training course should teach more advanced concepts as well. Some of these concepts would include back-up procedures, file maintenance, and data recovery. Security issues are also on the rise, with the increased usage of the Internet, and safeguarding your computer against viruses and other attacks should also be covered in a computer training course. All of these are items that the average computer user should be aware of how to operate. Just knowing this information can save you in the long run from calling that professional for a service call that could literally cost you as much as the computer did in the first place!

Last, but certainly not least, every personal computer user should learn how to install and replace the basic plug-and-play circuit boards or cards that are in every personal computer. A computer training course would simply not be complete without this information. There are many parts that are truly user-replaceable, but unless you know how, you will end up paying that tech big bucks for a simple part swap. Things like that newest video card, an upgraded modem card, installing a firewire card, network card or extra USB port card are very simple.

Unfortunately, unless you are selective in your outline of courses, many basic computer training courses will fail to train you in these aspects of computer maintenance.

Computer Training Schools

There are many different types of computer training schools available to anyone who is interested in learning the various aspects of the computer field. If we take a few minutes, we can examine some of these in depth, and you can get a good feel for what would be a match for you. There are a few factors that are always important to think about when considering going to any type of school. Money is always an issue when deciding which computer training school will provide the most bang for your buck. Time is another issue. If you take traditional classes in a classroom, then you will have to make sure that the classes will work with your other schedules, such as work, family, religious, and others.

The first type of computer training school to consider would be your local area college, or junior college. In this type of environment you will be able to pick classes that you are interested in, and set the schedule to match up with your home schedule. Often times, however, a traditional computer training school is not the best option for those with families and a lot of external commitments. There are other real-world, brick-and-mortar computer training schools that are also available. In some metropolitan areas these schools offer full-time students a chance to get the training they are looking for. While these schools will usually not provide a degree when the course is completed, a lot of times you can get a certificate of completion or certificate of training from the computer training school.



The second type of computer training school to consider would be the correspondence course. There are quite a few of these that have come up over the years. You can look in almost any magazine and find an advertisement for schools that offer 'career training' in a variety of fields. Usually these will include things like paralegal, court reporter, medical transcriptionist, and, you guessed it, computer training. Just like the traditional schools, these will usually not provide a degreed program, but will provide a certificate of completion and perhaps some sort of certification program to follow up with. These computer training schools are much more flexible than the traditional schools, and usually work well for those people with family commitments, because they can easily work around their home schedules.

The last type of computer training school that we will look at is the online computer training school. This option is very similar to the correspondence courses, as you will find them to be very flexible and less restrictive on the home time environment. However, one big difference is the completion time factor. Most correspondence courses will let you drag them out as long as you want, as long as you are making progress towards the goal. With online computer training schools, you usually have a time limit to make the completion of the course and complete any required tests. Once again, these schools do not provide a degree, but will usually provide the completion certificate. Online computer training schools are much more likely to offer a transition to a certification program, however, than the correspondence courses mentioned above.



Computer Security Training

For the average home user, there is probably nothing more important that you could learn about your computer than how to keep it secure. Computer security training is not just for the professionals anymore. Now before you get all worked up, we're not talking about how to keep your door locked and windows fastened shut. Well, we are in a way. What we're talking about is keeping your computer free from threats such as viruses, spyware, adware, and other malware. Because of the increase in the usage of the Internet, these things have reached an all time high. Surfing around online without the proper protection and know-how is the equivalent to driving down a dark alley in the wrong part of town at night. That is why computer security training is a necessity.

So what different types of security threats are out there, and how do you find the right solution? Let's examine the two most common threats to your computer, and then look at some computer security training solutions that will help you evaluate your personal risk, and find the solution providers you need.

The first and foremost issue that arises from breached security of a personal computer is the attack from a computer virus. In order to find a solution to the computer virus problem, you can find computer security training that specializes in virus issues. There are many software programs out there that will help with this type of issue. You can do a simple search on one of the major search engines such as Google or Yahoo and search for the term 'computer virus'. Top recommended software vendors include McAfee and Symantec.



If you are having a particularly nasty problem that you think might be associated with a virus, you should consider taking your computer to a local computer repair shop. They may also offer computer security training for the home user. If so, you can definitely benefit from the hands-on approach. They will be able to help you one-on-one to understand your software, how it works, as well as how to do the required maintenance and upkeep on your system.

The second issue that comes up a lot in regards to the need for computer security training is the spyware / adware issue. While most spyware will not ruin your system, it does tend to slow it down quite a bit. In addition, spyware frequently passes on information on your Internet surfing habits and tendencies that you may not want others to know about.

A good computer security training program will help you identify the threats to your system, as well as provide recommendations in order to make your system more secure.

Two of the most highly acclaimed services for spyware removal include Ad-Aware from Lavasoft, and Spybot Search & Destroy. These two software suites will provide the needed software and computer security training needed to rid your system of spyware and adware. The bottom line is that you need a good security system and an understanding of it in order to protect yourself online. Be sure and obtain computer security training, it is the smart thing to do!



Computer Software Training

Computer software training is essential in this day and age for anyone who is using a computer for more than just basic functionality such as word processing. In fact, it is recommended even for such tasks, as often times there are new methods that can be used to improve efficiency during your use of such software. Unfortunately, without some sort of computer software training, a lot of times these types of 'shortcuts' to improved efficiency are never learned. So, let's take a few minutes to look at the various types of computer software training available to the computer user today.

One method that is very popular today is the hands on method of computer software training. While this very popular, there are a couple of different avenues that this particular method can be approached. One method is to hire a tutor. While this is probably the most direct and successful method, it can also be the most expensive. Tutors for computer software training usually charge by the hour, although you will gain one-on-one training and attention from the tutor during your class time together. Another popular method is to take a community class that may be offered by some group in your area. Often computer clubs, civic groups, and local schools may offer introductory computer software training that will allow for hands-on learning. However, these are often followed up by attempting to sell you on another class, book, etc.

Computer software training can also become hands-on when you have a video or other on-screen directions to guide you through the learning process. One such program that has become very popular over the last few years is the Video Professor. His program is seen all the time on late night TV infomercials and is now online as well. Offering introductory computer software training for free, he follows up with a variety of paid sales programs to get the most bang out of his advertising buck. There is nothing wrong with this, just as long as you know what you are getting into. This is one of the most appealing methods of computer software training because you can do the training on your terms and on your time, on the exact software subject of your choice.

Probably the most simple, and the most cost effective method of computer software training is the most overlooked today. With almost each and every computer program that you purchase there are three types of documentation included in your purchase: the software manual, internal software help programs, and the online help program. Each of these is a mini computer software training course in and of itself. First you should read the entire program manual that comes with the software. This will contain many shortcuts and efficiency aiding devices that are built into the software. Next, you should take the time to read through all of the topics built into the software help program. This will be one of the best sources of computer software training for that particular version of software.

Last, but certainly not least, you will find the online support or help most effective in solving those few areas of troubled functioning you are having with the software. Perhaps there is a tough formatting issue that you are trying to solve. Oftentimes,

availing yourself of the assistance of the online support forums can be the very best computer software training available. After all, it is from the people who actually wrote the software to begin with. You can't get any better computer software training advice than that!

Computer Networking Training

Computer networking training is a must have for any professional in the IT (Information Technology) field today. Networks are connecting almost everything we use in the computer world. Printers are connected via networks, computers are networked together, we connect to servers the world over through the largest network in the world (the Internet). Networking is the basis for some of the most revolutionary information sharing in the modern world. Computer networking training can provide the skills and knowledge needed to set up, troubleshoot, and repair networking issues. The technician who can successfully do this will be in great demand for some time to come. Even the home office worker will benefit from obtaining computer networking training, as many home offices are now equipped with pre-installed network jacks and / or wireless network systems.

Computer networking training is just like any other kind of training. You want to check out all of your options and available resources before signing the dotted line for any classes. In the IT industry, any type of training courses that you take should be taught by certified instructors, and even the school should have some certification behind it. It is important when evaluating computer networking training that you take both of these into account. It won't do you any good to take a class from an accredited school, only to be taught by someone who isn't fully qualified to teach the class. In fact, this could be a violation of the school's accrediting agency's requirements. Likewise, if your computer network training is provided by a top-notch certified instructor, but the school isn't accredited, then you will get a certificate of completing the course that is virtually useless. Don't waste your money if you're not sure.

You will also want to make sure that the school provides an affiliation with an outside certification for you once you complete the computer networking training. In the field of networking, the major players for certifications are CompTIA, Cisco, and Novell. While there is some debate among the various governing agencies, a quick glance on the search engines seems to point towards an edge for Cisco's certification and CompTIA's Network + certification. So why is your opportunity for certification so important when selecting computer networking training? It is simple. Certification is your means of proving you know what you say you know. Without being certified, you are simply another voice on the IT landscape, drowned out amongst the crowds.

So, as we have seen, computer network training is a requirement for any individual who is serious about being a computer professional. While the options may seem

endless, the qualifications you need to look for are very specific, and should not be ignored. A final consideration to make when evaluating your choice of training providers is, of course, the final cost. This should include taking into account any discounted certification programs that are available at the end of the course. Obtaining good computer networking training does not have to become a chore, but should benefit everyone involved in the end.



Computer IT Training

Computer IT training seems to be one of the waves of the future. IT (or Information Technology) represents quite a broad spectrum of services within the computing field. A typical IT job may include network troubleshooting, upgrading PC systems, launching a software platform across multiple user terminals, or wiring up a dozen new terminals to the patch panel. Because of this multiplicity of jobs that an IT professional may encounter in the day-to-day grind, computer IT training must be just as diversified and broad, covering an extensive group of subjects.

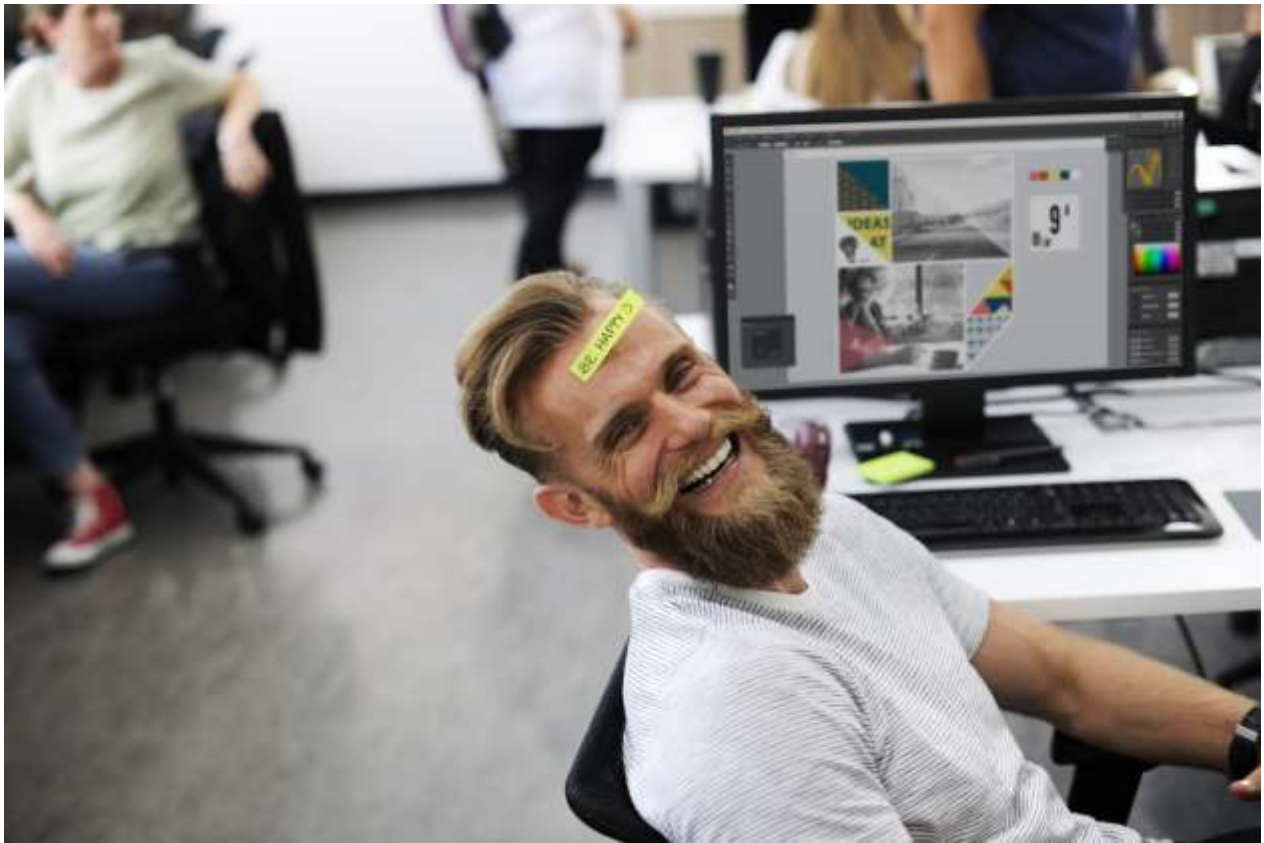
In fact, a lot of IT professionals find it advantageous to participate in a continuing education program where they can continue to get updated computer IT training on a regular basis. Many companies, realizing the speed at which technology is changing in today's fast paced world, will actually require their IT workers to enroll in such classes. Some companies are going so far as to actually sponsor their employees in regularly scheduled computer IT training. This is seen as a win-win

situation, as it is a free benefit for the employee, while the employer can ensure they have professionals who have received the most up-to-date information in the field.

Some areas receive more attention than others in computer IT training classes, simply because these are the areas that are more rapidly advancing than others. For example, in the networking arena, wireless networking has taken off. In many office environments, using wiring run through the walls and ceiling to connect the computers to a common server is considered 'old school' technology. More and more companies are transforming their workplaces into wired hot spots, allowing more freedom of movement and productivity of employees. In order to be able to understand and troubleshoot this type of work environment, the IT professional(s) working in the company making this transition will want to attend a computer IT training class that is tailored to meet their needs.

Often, there will be seminars in many cities of various sizes, sponsored by some of the larger hardware and software manufacturers. These computer IT training seminars will present the latest and greatest developments to the IT professionals in the area. Some times the seminars are free, in which case they will attempt to sell you something after the class. However, many of these computer IT training seminars are very professionally produced, and will cost hundreds of dollars to attend. This tab for this type of seminar is very often picked up by the company and accounted for as employee training costs.

Computer IT training is far reaching, and has an impact on the career of anyone who is involved in the Information Technology field. To stay on top of their game, it is no longer an option, but considered a necessity, for IT professionals to attend a regularly scheduled computer IT training class. Don't miss out on your next promotion or career opportunity because you are unaware of the latest and greatest development in your particular niche of the IT field. Sign up for a computer IT training class today, and check out the new technology that just might make the difference for you!



Home Computer Training

Welcome home! You're so excited to have your new computer system up and running. It is pretty exciting, isn't it? So what's next? For some of you, you're off to the races, ready to go to the ends of the Internet. For others, you may be staring at your new system like a calf staring at a new gate. This is why most home users of personal computers can benefit from home computer training. So what are some of the things a home computer user should get trained on? Let's take a look at a short list of things you need to know to be efficient on your home computer and keep it running in tip-top shape.

Home computer training should always include how to do back-ups. It goes without saying that if something is important, you should have two copies of it. It's nice to have a hard copy (print-out) of a document or file, but it's also nice to have a back-up of the actual computer file. Just imagine what happens when the spreadsheet you've been using to balance your accounts suddenly get corrupted. If you don't have a electronic copy of the file, then you will be stuck with re-entering all of the information by hand. With home computer training you can get the skills to know how to best back up your files, which files to back up, and what utilities will best meet your needs.

Another area that should be covered through home computer training is that of file system maintenance. At this point, we've already covered back-ups. In this area,

let's look at two areas that often get overlooked until the system slows down so much it is basically at a stand still. One is disk cleanup and the other is file fragmentation. Home computer training will help the new computer user learn how to recognize when a hard drive is becoming cluttered, and what to do about it.

Often, third party software creates temporary files while you are using it, and then conveniently neglects to delete these files when you are done. In addition, trash can collect in your recycle bin as well. Combine these with temporary internet files and cookies and you can be bogged down pretty quickly. Home computer training will also help you understand what causes a file to get fragmented into dozens of pieces on your hard drive. While this doesn't destroy the file, it sure does slow down the computer's access time to it, which increases your wait time while using that software or opening that particular project.

A final area that is often overlooked by the new computer user is that of Internet security and setting up of the firewall. A good home computer training class will cover how to set up your firewall, and how to optimize your Internet browser to ensure a good experience while online.

All of these areas are important when operating a computer in this modern Internet age. So be sure and address these when you are signing up for home computer training. A good home computer training class will not only address these main issues, but go above and beyond in bringing you up to speed on modern computing.

Computer Repair Training

When you begin to evaluate the computer industry, one thing stands out. Getting the right computer repair training can lead to a rewarding career that will provide years of satisfaction helping others as well as provide an income to live on. While there are many schools who provide such training, the type of school or training method is not nearly as important as ensuring that the school provides the tools you need to succeed in the real world. Computer repair training is one of the most important steps in advancing your computing career, so don't take the review of your options lightly!

The first thing you should consider in your evaluation of the computer repair training school is the credentials of the institution. There are several main bodies that will issue recommendations in the IT (Information Technology) field, and you should become aware of them. For computers and software CompTIA is an important, universally recognized organization, while Microsoft, Dell, and HP all have their own certifications and credentialed programs. In the networking field CompTIA again is a universally recognized name, while Cisco is the dominant name brand certification used. Be sure that the instructors conducting the computer repair training are certified appropriately in their respective fields from a recognized certification source like those mentioned above.

The next thing you need to consider when evaluating your computer repair training school is whether or not they offer hands-on training for all of your classes. It is

essential to fully grasping a concept, especially in the hardware field, that you have some hands-on training. You don't want to get out in the field on a service call, only to realize that you have no idea what you are doing. Some computer repair training schools will not only provide hands-on training but also provide possible internships with local service and repair shops. This allows not only hands-on with the equipment, but also a chance to work on your face to face customer service skills. While most technicians seem to get into the repair end of the industry because of the analytical skills involved in troubleshooting, there is still an aspect to customer service even in this part of the IT business.

The final consideration when evaluating a good computer repair training school is whether or not they provide a spring board for your own certification. It is all nice and well for them to provide you with a certificate showing you completed your classes with them. That's great, and looks good on a resume. However, it simply doesn't carry the same weight as one of the industry standard certifications we mentioned above. In addition, some computer repair training schools will provide you with what is called a voucher to obtain your industry certifications. Simply put, the voucher is a coupon code that allows you to pay a reduced rate to take your industry certification tests. Whether it is CompTIA, Microsoft, or Cisco certification you are seeking, a good computer repair training school will provide you with the resources to obtain a discount on the testing price.

Sharpening Your Skills Through Online Computer Training

Information Technology (IT) professionals require training to stay proficient in their occupational field. More often than not, not only training is required, but constant refreshing with up-to-date materials is essential. With the ever-expanding world of computers this can not be over-stated or over-emphasized. Just as other professionals in other fields run into a dilemma with time constraints, so do IT professionals.

More and more there IT pro's look online for their computer training; whether it be for an upgraded skill or a new one. The manner of obtaining this new or upgraded skill online is a relatively simple process. A Google search for online computer training in the desired field will return numerous results. Computer training institutions have long recognized the need for online training. At first online computer training was a niche market filled by few institutions, but as the demand grew so did the number of these service providers.

Before registering for an online computer training course, due diligence on the part of the prospective student should be accomplished. A quick check of the credentials of one of these institutions is relatively easy. A Google search for accredited online computer training schools will provide a good and viable starting

point. While this may seem to be a common sense move, there are those who have failed to diligently research this area. These persons have been duped, or even completely scammed out of their education dollars by less than reputable 'learning' institutions. Fortunately, nowadays there are checks and balances in place for reducing the possibilities of fraud. In some cases, financial institutions and government lenders require proof of accreditation before releasing funds to any learning institution. Even more firm requirements are placed on online 'learning' institution

Some of these online computer training schools purport to teach in two weeks what normally requires a month to accomplish. They promise twenty-four hour support through 800 numbers an email. In this manner they provide computer training mentorship with a trained IT professional. As in many other endeavors, the worth of this has a direct correlation to what you put into it.

Whether you are looking to for a new certification or to upgrade, it is a relatively simple task to accomplish through online computer training. These online courses are often structured to provide the student the opportunity for self-paced instruction. The self-paced portion of instruction has more than helped in the growth in popularity of such online computer training pursuits. Generally, through self-paced instruction require a minimal time for completion as opposed to a maximum. What this means is that to obtain 14 hours training in a requisite skill, the student is prevented from completing it in anything less than 14 hours, thereby maintaining the integrity of the certification. Another aspect of this type of training is in progress tracking. The student's progress is saved along with other pertinent data. In that manner, the student may stop at any given point and pick-up where they left off from later on.

All tolled, whether sharpening a skill or obtaining a new skill through online computer training is a viable and relatively simple process.



Computer Training

In today's modern world, computer training is considered to be of vital importance to almost everyone. Whether you are entering the workforce, are on a senior management team, or you are a recent retiree, computer skills are a must. Around the world over, it's not just about basic word processing and balancing your check book anymore, either. The computer has invaded almost every facet of our modern lives, and thus it has become a necessity to be able to use and understand the computer.

Computer training can take place in a variety of methods, and can cover a variety of subjects. Let's take a brief look at some of the options out there that are available to the novice, the average user, and even the self-proclaimed 'expert' computer user. Many long term computer users find that occasionally taking a computer training class of some sort helps them to stay on top of the ever-changing technology and software of the computer industry, not to mention the terminology used in day-to-day conversations about computers.

Traditionally, computer training has taken place in a classroom. In high schools across the country, many young people are being trained in computer use. In fact, it starts much earlier today in developed countries like the United States, Australia

and the United Kingdom. Colleges also offer courses on computer use, and some of these are geared towards the adult who has never been on a computer before.

Another method of computer training could involve a correspondence course. These type of courses have also had their heyday, in which they were very popular as well. Distance learning of this type allowed the student to learn at their own pace, and at their own location. While the attraction of distance learning is still a top request for those seeking to learn about computers, there are a couple of additional methods that lend themselves to a more hands-on approach.

Online computer training is emerging today as a force to be reckoned within educational circles. Not only is computer training taking place online, training for just about anything else can be done online as well! Online classes are available for many colleges, and some offer complete course loads online, so you can get a college degree completely from home, through training conducted on the Internet.

One final method of computer training that is worth noting is that of software tutorials using video and/or software. This arena was unknown in the beginning of the quest for computer knowledge (as was the online training), largely because the computers of the past did not possess enough power to run such programs. However, today you can purchase specialized software or videos that will provide you training at your own pace, hands-on, without having to be online.

In conclusion, it goes without saying that computer training is an invaluable service that needs to be on the 'to do list' of anyone who is serious about communicating or being productive in our modern society. There are an endless variety of ways to get this training, and some people even prefer to teach themselves based on specific subjects of interest and their ability to conduct research.