

Training programme Axes

Training Programme Name	IT Fundamentals
Training Programme Name	أساسيات تكنولوجيا المعلومات
Training Programme Organiser	Oxford for Training & Qualification
Training programme Type	Course
Training hours	15 Hr
accreditation body	OAB-UK

Training goals

1. Understand the basic components of computer systems
2. Identify different types of hardware and software
3. Explain how computer networks work
4. Recognize cybersecurity threats and protection methods
5. Use basic IT tools and applications efficiently

Target groups

1. Beginners interested in IT
2. Students in technical or business fields
3. Employees who need basic IT knowledge
4. Anyone planning to start a career in IT



Course Introduction

This course introduces the fundamental concepts of Information Technology. Participants will learn about computer systems, hardware, software, networking, cybersecurity basics, and common IT applications used in modern organizations.

Training programme Axes

Axes	Course topics	Hours
Lesson 1	Introduction to Information Technology	1
Topic 1	What is Information Technology	
Topic 2	Role of IT in business and organizations	
Topic 3	IT career paths and Information Management Concepts	
Topic 4	Overview of IT infrastructure	
Lesson 2	Computer Hardware, Storage and Peripherals	3
Topic 1	Types of computers (Desktop, Laptop, Servers)	
Topic 2	Main hardware components: CPU - RAM - Hard Drive / SSD - Motherboard - Power Supply	

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Topic 3	Input and Output devices	
Topic 4	Storage types (HDD, SSD and others Type, Cloud Storage ...)	
Topic 5	External devices (printers, scanners, USB devices, ...)	
Topic 6	Virtual Activity: Identifying components	
Lesson 3	Software and Operating Systems	2
Topic 1	Types of software (System software, Application software) And Examples of business software	
Topic 2	What is an Operating System	
Topic 3	OS Types with Examples (Windows, Linux, Mac)	
Topic 4	Basic OS functions	
Lesson 4	Networking Basics	4
Topic 1	What is a network and Network Topologies	
Topic 2	Types of networks: (LAN, WAN, MAN, Internet)	
Topic 3	DTE/DCE as Networking devices: (Router, Switch, Hub, Modem, Converter, Gateways, Bridges)	
Topic 4	IP address basics, TCP/IP, and Other important Protocols	
Topic 5	Communication Mediums and Multiplexing	
Topic 6	Open System Interconnection Model (OSI)	
Topic 7	Practical Activity: Connecting devices to a network	
Lesson 5	Cybersecurity Basics	4
Topic 1	Importance of cybersecurity	
Topic 2	Types of threats: Malware - Phishing - Ransomware - Unauthorized Access - Executing Commands Illicitly - Denial of Service (DoS) - Data Diddling and Data Destruction	
Topic 3	Data Protection: Backup concepts - Data privacy and - Password security - Safe internet usage	
Lesson 6	Cloud Computing	1
Topic 1	What is cloud computing	
Topic 2	Types of cloud services: (IaaS, PaaS, and SaaS)	
Topic 3	Examples of cloud platforms	
Total hours		15

OAB Authority Director

IOA Regional Director

Package Organiser



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