



@ASK Training
Attitude | Skills | Knowledge



Introduction to Information Technology (IT) Course

Unlock Your Tech Potential: Master the Foundations of IT for a Future in Technology

Course Code: TGS-2023038880 (SCTP) | TGS-2025060525 (Non-SCTP)

Course Description

Information Technology (IT) involves the application of technology for the management, processing, storage, and transmission of information, predominantly through computers and digital systems. As businesses globally adopt a technology-centric approach and effective information management becomes increasingly crucial as the IT industry is undergoing substantial growth.

Our 1-Day **Introduction to Information Technology course** aims to provide participants with a foundational understanding of Singapore's IT landscape. Covering current industry trends, key job roles in the local IT sector, fundamental hardware and software concepts, and essential terminologies, the course serves as a comprehensive introduction to IT, offering insights necessary for success in the field.

@ASK Training is a Private Education Institution (PEI) accredited by the Ministry of Education (MOE) and also a Continuing Education and Training Centre (CETC) accredited by SkillsFuture Singapore (SSG), offering a diverse range of courses from Infocomm Technology (ICT) to Digital Marketing, with up to **90% funding and Career Advisory and Resources Support Programme.**

Who Should Attend?

This Introduction to Information Technology (IT) course is suitable for complete beginners seeking to grasp the basics of IT, career changers aiming to transition into the IT sector, students exploring career options, professionals in non-IT fields looking to enhance their tech knowledge, entrepreneurs and small business owners wanting to make informed tech decisions, tech enthusiasts with a thirst for knowledge, and junior IT professionals seeking to advance their careers.

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Course Duration:	1 Day, 9.00 AM - 6.00 PM
Course Fee:	From \$38.10 (inclusive of 9% GST) after 90% SkillsFuture Funding
Mode of Delivery:	Face-to-Face Classroom

Course Objectives

Upon completion of this course, trainees should be able to:

- Interpret the importance and impact of Singapore's IT industry across various sectors, including the current trends and dynamics shaping the IT industry.
- Explore diverse roles like software development, cybersecurity, and IT project management and the required skills and qualifications.
- Acquire a comprehensive understanding of computer hardware components and their functions, encompassing CPU operations, memory distinctions, storage comparisons, the dynamics of peripheral devices, differences between desktops and laptops, server roles, and the functionalities of input and output devices.
- Develop a comprehensive understanding of software systems, encompassing the differentiation of software types, the functionalities of operating systems and device drivers, proficiency in software installation and file management, and a keen appreciation of software licensing nuances and variations.
- Acquire a comprehensive knowledge of IT terminology and networking principles, emphasising clear articulation of key terms and understanding of prominent acronyms, including essential network terminologies.

Course Outline



Overview of the IT Industry in Singapore and Job Roles

- Introduction to the IT industry in Singapore
- Current Trends and Developments in the IT industry
- Job Roles in the IT industry
- Skills and Qualifications for IT job roles
- Professional Development in the IT industry



Basic Hardware Concepts

- Understanding Computer Hardware Components
- Differentiating Computer Systems
- Introduction to Input and Output Devices



Basic Software Concepts

- Introduction to Software Types
- Overview of Operating Systems
- Software Installation, Configuration, and File Management
- Understanding Software Licensing and Copyright Laws



IT Overview/Glossary

- Introduction to Essential IT Terminologies and Acronyms
- Familiarization with Common Terms Used in the IT industry

Minimum Entry Requirements

- 1 GCE 'O' level or equivalent; **OR**
- NITEC/Higher NITEC; **OR**
- Mature candidates (≥ 30 years old with 8 years' work experience in an ICT-related field); **OR**
- Candidates with other qualifications will be considered on a case-by-case basis

Course Fee / Funding Information

S\$300

(exclusive of 9% GST)

Course Fee After Eligible SSG Subsidies:

From **S\$38.10**

(inclusive of 9% GST) after 90% SSG Subsidies

Self-Sponsored	Eligible Funding	Nett Fees Payable(Incl. 9% GST)
Singaporean Citizens ≥ 40 years old	90% SkillsFuture Funding	S\$38.10 (after SSG 90% Funding)
Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	70% SkillsFuture Funding	S\$98.10 (after SSG 70% Funding)

SkillsFuture Credits can be used on top of existing subsidies

Company-Sponsored	Eligible Funding	Nett Fees Payable(Incl. 9% GST)
Small-to-Medium Enterprise (SME) Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	90% SkillsFuture Funding	S\$38.10 (after SSG 90% Funding)
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	70% SkillsFuture Funding	S\$98.10 (after SSG 70% Funding)
Non-SME Singapore Citizens 40 years old & above	90% SkillsFuture Funding	S\$38.10 (after SSG 90% Funding)

A SkillsFuture Statement of Attainment (SOA) and Certification of Completion by @ASK Training will be awarded to candidates who have demonstrated competency in the Introduction to Information Technology Assessment and achieved at least 75% attendance.

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Visit our website: <https://asktraining.com.sg/it-courses/introduction-to-information-technology-it-course/>



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