KOENIG SOLUTIONS · COURSE OUTLINE

Applied Computing: Networking, Excel & Python

Learn to manage operating systems, networks, and software, then process data and build simple programs with Excel and Python.

2 Days	5	10	4
DURATION	MODULES	TOPICS	HANDS-ON ACTIVITIES

COURSE OVERVIEW

This course covers managing operating systems, including user accounts, permissions, file management, and troubleshooting, along with installing and updating software and comparing open-source and licensed options. It then addresses networking essentials such as IP addresses, LAN/WAN concepts, and internet safety tools like firewalls and antivirus software. The course moves into data handling using Excel and database tools such as Access or Google Sheets, covering sorting, filtering, and summarising data. It concludes with an introduction to programming logic, covering algorithms, flowcharts, and basic syntax using Python or Scratch, combining data analysis with simple coding.

WHO THIS COURSE IS FOR

- **IT Support Staff**
- **System Administrators**
- **Data Analysts**
- **Office Administrators**
- **Beginner Programmers**

LEARNING OBJECTIVES

- Configure user accounts, permissions, and system settings
- Apply file management and troubleshooting techniques
- Manage software versions, patches, and compatibility
- Compare open-source and licensed software options
- Explain IP addresses and LAN/WAN concepts
- Apply internet safety tools such as firewalls and antivirus software
- Organise data using sorting, filtering, and summarising techniques
- Develop basic programs using Python or Scratch

COURSE SYLLABUS

5 Modules, 10 Topics

DAY 1 Systems & Software Integration

01

Deep Dive into Operating Systems

TOPICS

- User accounts, permissions, and system settings
- File management and troubleshooting

02

Software Installation and Updates

TOPICS

- Managing software versions, patches, and compatibility
- Open-source vs licensed software

03

Activity

Networking Essentials

TOPICS

- IP addresses, LAN/WAN concepts
- Internet safety, firewalls, and antivirus tools

DAY 2 Data Processing and Programming Basics

04

Data Handling and Processing Tools

TOPICS

- Introduction to Excel and database tools (Access / Google Sheets)
- Sorting, filtering, and summarizing data

05

3 Activities

Introduction to Programming Logic

TOPICS

- Algorithms, flowcharts, and problem-solving steps
- Basic syntax using Python or Scratch

HANDS-ON ACTIVITIES

Practise What You Learn

#	MODULE	ACTIVITY
03	**Networking Essentials**	Set up user accounts and configure basic networks
05	**Introduction to Programming Logic**	■ Simple Python programs for data input/output ■ Data summarization using spreadsheets ■ **Mini Project:** Create a small data analysis report combining Excel and code

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

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Classroom Training | Live Online Classes (ILO) | Fly-Me-A-Trainer (FMAT) | Flexi (Self-Paced) | 1-on-1 Training

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