



Tel: +1-929-672-1814  
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## Course Title: IT Course for Non-IT Professionals

Course Price : \$299

### Course Outline:

#### Introduction to Information Technology:

**Understanding the basics of IT**, including hardware, software, networks, and the internet.

**Computer Fundamentals:** Exploring the components of a computer system, including CPUs, memory, storage devices, input/output devices, and operating systems.

**Introduction to Software Applications:** Familiarizing with common software applications such as word processing, spreadsheets, presentation software, and email.

**Internet and Web Browsing:** Learning how to navigate the internet, search for information effectively, and use web browsers and online services securely.

**Cybersecurity Awareness:** Understanding the importance of cybersecurity and learning essential practices to protect personal and organizational data from cyber threats.

**Introduction to Data Management:** Exploring the basics of data management, including data types, databases, data storage, and data privacy regulations.

**Introduction to Cloud Computing:** Learning about cloud computing concepts, services, and benefits, and understanding how to use cloud-based applications and storage solutions.

**Introduction to Information Systems:** Understanding the role of information systems in organizations, including enterprise resource planning (ERP), customer relationship management (CRM), and business intelligence (BI) systems.

**Digital Communication and Collaboration Tools:** Exploring digital communication tools such as email, instant messaging, video conferencing, and collaboration platforms to enhance productivity and teamwork.

**IT Ethics and Best Practices:** Learning about ethical considerations in IT, including privacy, intellectual property, and responsible use of technology, as well as adopting best practices for using IT resources effectively and responsibly.

This course outline aims to provide non-IT professionals with a foundational understanding of essential IT concepts and skills necessary for their work and daily life.

COURSE TITLE: IT Course for Non-IT Professionals			
Course Number (*)	GENAI-100		
Pre/Co-Requisites	None		
Department	Training		
Instructor Name (*)	Wasiq Usman	Email (*)	info@genai-training.com
Office Location	On-line	Class Hours	TT: 9:00pm – 10:30PM EST
Telephone No.	+1-929-672-1814		
Class media	Google Meet	Class Recordings	GenAI Portal

### COURSE INFORMATION/ DESCRIPTION OF THE COURSE



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This course offers a comprehensive introduction to Information Technology (IT) tailored specifically for non-IT professionals. Designed to demystify IT concepts and terminology, the course covers fundamental topics such as computer hardware and software, internet navigation, cybersecurity awareness, data management, cloud computing, and digital communication tools. Through a combination of practical examples, hands-on exercises, and real-world case studies, participants will gain the knowledge and skills needed to effectively leverage technology in their personal and professional lives. Whether you're a business professional, educator, healthcare worker, or entrepreneur, this course will empower you to navigate the digital landscape with confidence and efficiency.

### \*LEARNING RESOURCES

#### Books:

- "How Computers Work" by Ron White: This book offers a comprehensive yet accessible overview of computer hardware and software, explaining complex concepts in a clear and engaging manner. It covers topics such as CPUs, memory, storage devices, operating systems, and networking, providing readers with a solid understanding of the fundamental components and functions of computers.
- "The Internet: A Beginner's Guide" by John R. Levine: In this beginner-friendly guide, readers will learn about the history, architecture, and operation of the internet. From basic concepts like IP addresses and domains to more advanced topics like protocols and cybersecurity, this book provides a thorough introduction to the world of online communication and information exchange.
- "Cybersecurity for Dummies" by Joseph Steinberg: Cybersecurity is a critical concern for individuals and organizations alike. This book breaks down complex cybersecurity concepts into easy-to-understand explanations, covering topics such as malware, phishing, encryption, and data protection. It also offers practical tips and best practices for staying safe online and protecting sensitive information.
- "Data Science for Business" by Foster Provost and Tom Fawcett: Understanding data and its management is essential in today's digital world. This book introduces readers to the concepts of data science and its applications in business decision-making. It covers topics such as data analysis, data mining, machine learning, and predictive analytics, providing non-technical professionals with insights into how data can be leveraged to drive organizational success.
- "The Lean Startup" by Eric Ries: While not strictly an IT book, "The Lean Startup" is invaluable for anyone looking to understand how technology can be used to innovate and create successful businesses. It introduces the lean startup methodology, which emphasizes rapid experimentation, iterative product development, and customer feedback. By applying these principles, non-IT professionals can learn how to use technology effectively to launch and grow their ventures.



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- These reading materials cover a broad range of IT-related topics, from computer basics to cybersecurity, data science, and entrepreneurship, providing non-IT professionals with a well-rounded understanding of essential IT concepts and their practical applications.

### **\*COURSE OUTCOMES**

Upon completion of this IT course tailored for non-IT professionals, participants will gain a comprehensive understanding of essential information technology concepts and skills. They will be proficient in navigating computer systems, using common software applications for word processing, spreadsheets, and presentations, and effectively browsing the internet while ensuring security and privacy. Additionally, participants will develop a strong awareness of cybersecurity principles and best practices, enabling them to protect personal and organizational data from cyber threats. They will also learn the basics of data management, cloud computing, and information systems, equipping them with the knowledge to leverage digital tools and resources efficiently in their professional and personal endeavors. Furthermore, participants will enhance their digital communication and collaboration skills using various digital communication tools and platforms. Overall, this course empowers non-IT professionals to confidently navigate the digital landscape and harness the power of information technology to enhance productivity, communication, and decision-making in their respective fields.