

# TOSA® DigComp: Certification

## certifying your digital skills

Hands-on course of 3 days - 21h

Ref.: TOL - Price 2024: €1 250 (excl. taxes)

### EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Handle the main digital tools: hardware, software and operating systems

Navigate and communicate on the Web securely

Organize your hard drive and work with office suites

Know and use the different computer networks

Configure key hardware, devices and accounts

Certify your skills and reach the TOSA® operational level

### TEACHING METHODS

Active learning based on discussions, real-world exercises, practice for taking the TOSA® certification exam, and an evaluation of what was learned from the training.

### HANDS-ON WORK

Hands-on and practice exercises to prepare you to take the TOSA® certification exam.

### CERTIFICATION

Information needed to register for TOSA® certification is collected at the start of the training session. The exam is proctored by the instructor and is carried out online during the last hour of the course. When carried out remotely, a special system is used for monitoring. Certification is in the form of a 60-minute adaptive test with 35 exercises. The result indicates your skill level. Merely taking the course is not sufficient to achieve a maximum score.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

## THE PROGRAMME

last updated: 06/2022

### 1) Hardware and operating system

- Deepening your knowledge of computer equipment.
- Using a digital camera or smartphone to take pictures.
- Identifying the components of a computer.
- Configuring hardware and peripherals.
- Keyboard keys, mouse and clicks.
- Storing your data.
- About the operating system.
- Organizing the Windows Explorer. Using a window.

*Hands-on work* : Overview of the TOSA® test, and head count of participants when going around the room. Discover the computer hardware and work in Windows.

### 2) Software and files

- Differences between software licenses and programs.
- Using applications for simple documents.
- Deepening your knowledge of office automation.
- Extensions of applications and images.

- Working with data compression tools.

*Hands-on work : Working with different office and multimedia software. Compressing files.*

### 3) Networks and digital communication

- Becoming familiar with personal and professional social networks.
- Types of connections.
- Why a computer network is useful.
- Email account.
- Use different means of communication: emails, MMS, etc.
- Connecting on the move and using the cloud.

*Hands-on work : Configure and use an email account. Share with the Cloud.*

### 4) Digital security

- Risks of the Web and email.
- Dangers of online activities.
- Equip yourself with an anti-virus and a firewall.
- How to choose and manage your passwords.

*Hands-on work : Download and install an antivirus and a firewall. Reacting to risky e-mails.*

### 5) The Web

- Terms specific to the Web.
- How browsers are used.
- Viewing a web page, hyperlinks, and searching.
- Structure of a web address and a secure page.
- Using search engines and managing your favorites.
- Using streaming and online video.

*cer : Installing a browser. Using search engines. Managing your favorites. Certify your skills with TOSA®*

## DATES

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Contact us