

Knowledge, Skills, and Competencies Required of the Trainee to Be Able to Train

Introduction:

One of the advantages of the e-learning management system LMS is that it is a flexible electronic system accessible to everyone, so the e-learning management system LMS does not require any exceptional skills or superior knowledge to access it and browse around it, which is one of the things that the university took into account, considering all castes, age and cognitive stages of students when designing the LMS learning management system.

All students who know the basics of dealing with computers and smart devices can access the system, which includes knowing the following:

- Knowing computer and Internet terminology, such as browser, applications, understanding basic computer parts that allow you to use physical computer parts. These skills may be as simple as knowing how to operate a computer, or as complex as knowing how to connect the parts of a computer together to function properly.
- The ability to implement certain skills such as: managing files and folders (e.g., changing file names, copying, deleting, and moving from one folder to another).
- Possess the necessary skills to deal with office applications such as copying, pasting and spell-checking, saving files in different formats, sending, opening, and uploading attachments.
- The ability to perform certain operations such as: software installation, security and antivirus protection.

- Knowledge of using office applications such as: Word and PowerPoint.
- Save files in different formats and learn how to open, upload, and send them.
- Knowledge of E-mail usage (creating, sending, and receiving messages, as well as uploading and downloading attachments and replying).