

Computer Basics

Overview and Objectives

Computer Basics Course will provide students with an introduction to the key Computer Basics that will be required in their studies. Students will learn basic skills in Computer hardware, repairs, configure, troubleshoot, word processors, spreadsheets and presentation software.

The course will focus on PC and mobile device user to better understand setup, configuration, repairs, software installation and the Microsoft Office suite, The course has been specifically designed to allow the relevant skills to be taught regardless of the software version being used.

Course outline

- Introduction to IT Fundamentals
- System Hardware
- Setting Up and Configuring a PC
- Managing Files
- Using and Managing Application Software
- An Introduction to Word Processing
- Editing and Formatting Word Processed Documents
- Finding and Using Information from the Internet
- An Introduction to Spreadsheets
- Spreadsheet Formulae and Functions
- Creating Graphs from a Spreadsheet
- An Introduction to Presentation Software
- Producing a Multimedia Presentation
- Computer Maintenance and Management

Benefits

At the end of the program, you learn how to

- Troubleshooting
- Setting up new equipment
- Upgrading existing systems
- Training people on new systems
- Conduct electrical safety checks on electrical equipment
- Fixing faulty equipment
- Servicing equipment; printers and systems

Career pathway:

Entry-level role such as Junior IT Support Technician, technical sales and junior system Admin.