

## BASIC INTRODUCTION TO COMPUTERS – LEVEL 1

### COURSE OBJECTIVES

#### INTRODUCTION

This course will enable you start working on a computer and use some of the applications that you need in the workplace.

### COURSE MODULES

#### DEFINING A COMPUTER

- Hardware is the computer itself and has physical components
- Software is used to operate the Computer

#### COMPUTER TYPES

- Server
- PC
- Smart Device

#### NETWORKS

- Local Area Network(LAN)
- Wide Area Network(WAN)

#### COMPUTER FILES

- Measuring Units
- File Locations

#### WORKING WITH A COMPUTER

- Before Purchasing Software
- Installing Software
- Software types
- Using Software

#### WINDOWS OPERATOR

- The Desk Top Screen
- Network Connections
- Web Browsers

Duration: 3 Days | SACE Points: 15