

# Personal Computer Fundamentals

In this course, students learn the components and basic operation of the personal computer. The course explores the hardware and software necessary for personal computer use, file management, multimedia options, and more.

## IS THIS COURSE FOR YOU?

It is designed for those who wish to learn how to use personal computers for home or business.

## ABOUT THE COURSE

The course consists of eight modules and includes video lectures, knowledge checks, interactive content, and quizzes, which provide an engaging and immersive learning experience.

Students are given opportunities throughout the course to practice, apply, and develop their skills in personal computing in order to be confident of their abilities to use a computer by the end of the course.

## AIMS AND OBJECTIVES

The purpose of the course is to provide an understanding of the personal computer and its operations.

## PRE-REQUISITES

None

## COURSE CONTENT

### Module 1: Introduction

The Advent of the Personal Computer;  
Categories of Personal Computers

### Module 2: The Basic Computer

The System Unit; Common Peripheral Devices for Input; Common Peripheral Devices for Output; Common Peripheral Devices for Storage; Common Peripheral Devices for Communications

### Module 3: Operating a Computer

How a Computer Works; Preparing a Computer for Use; Introducing Operating Systems

## COURSE CONTENT (cont'd)

### Module 4: Working with Devices

Understanding Device Drivers; Using the Mouse; Using the Keyboard; the Monitor; Understanding Printers; Troubleshooting Hardware and Configuration Problems; Health Issues

### Module 5: Using Application Software

Common Business Software Applications; Word Processing; Using a Spreadsheet

### Module 6: File Management

Exploring Files and Folders; Using the Recycle Bin; Installing and Uninstalling Software

### Module 7: Creating and Viewing Multimedia

Introduction to Multimedia; Introduction to Graphics; Introduction to Animations; Introduction to Video; Introduction to Sound

### Module 8: Computer Communications and the Internet

Communication between Computers; Introduction to the Internet; Browsing the World Wide Web; Using Email

## CAREER PATH

Suitable for most office-based careers.

## COURSE DURATION

25 hours. This will vary from individual to individual based on prior knowledge and ability.



### CPD POINTS: 25 hours

CPD points awarded upon successful completion.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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