

Understanding the Personal Computer

DESCRIPTION:

This training covers fundamental functions and operations of the computer. Topics include identification of components, storage devices, and overview of operating systems, software evolution, and other basic computer operations.

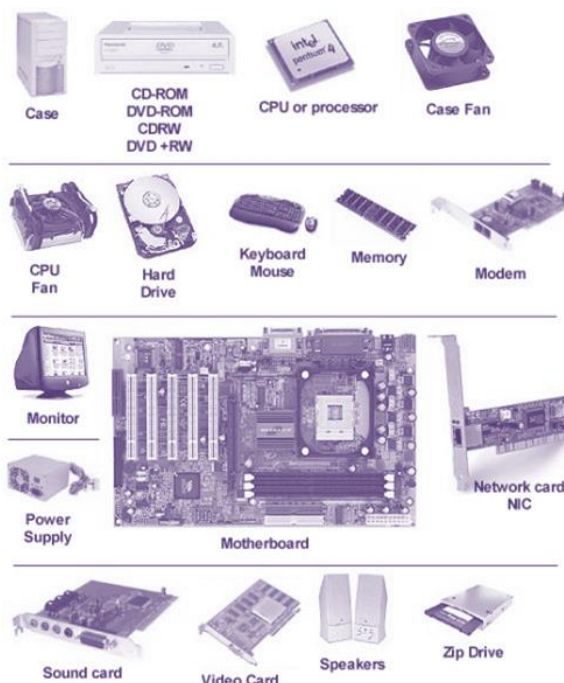
OBJECTIVES:

Upon completion of this workshop, the participants will be able to:

- Identify computer devices and understand their functions
- Operate computers.
- Create files, access files and print documents.
- Perform basic applications operations

OUTLINE:

- Terminology
- A short history of computing
- Software evolution
- Memory
- Hardware components
- The function of the CPU
- Input and output devices
- Storage devices and options
- Overview of operating systems
- The internet and online services



TRAINING CODE:

UPCIT15

DURATION:

15 hours

MODE OF DELIVERY

- group discussions
- practical lab sessions
- peer reviewing
- self-assessing exercises

DESIGNED FOR:

This training is designed to teach the staff the basic computer functions, common software and hardware.

- Level 2
- Level 3

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