

Personal Computer Essentials

course outline

In this course, you'll learn the components and basic operation of the personal computer, covering hardware and software components, application software, and file management.

IS THIS COURSE FOR YOU?

This course is designed for anyone who wishes to know about using personal computers for home or business.

ABOUT THE COURSE

The course consists of four modules and includes video lectures, knowledge checks, interactive content, and quizzes. These are all designed to provide an engaging and fully immersive experience as you learn about personal computers. You will have many opportunities to practise, apply, and develop your skills throughout the course.

AIMS AND OBJECTIVES

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

PRE-REQUISITES

There are no pre-requisites for the course.

COURSE CONTENT

Module 1: Operating a Computer

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

Module 2: Working with Devices

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

COURSE CONTENT (cont'd)

Module 3: Using Application Software

Common Business Software Applications; Using a Word Processing Application; Using a Spreadsheet Application

Module 4: File Management

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

CAREER PATH

Suitable for most office-based careers.

COURSE DURATION

12 hours. This will vary based on prior knowledge and ability.



CPD POINTS: 12 hours

CPD points awarded upon successful completion.

To find out more, speak to one of our Course Advisors.

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