

Basic PC and IT Concepts

Course Number: NQF95-010

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

This ILT Series course covers that basics of personal computers both software and hardware, networks, the Internet, computer security, green IT and basic maintenance. The course requires little or no previous experience with personal computers. Students will get most out of this course if their goal is to learn the basics of personal computers and networking.

Course Number:

NQF95-010

Unit Standards:

The learning program is based on the following unit standard

- US117925
- US14947
- US14913
- US114636
- 117928
- US14917

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Microsoft Office Windows XP Introduction
- Microsoft Office Windows XP Professional Level 1
- Microsoft Office Windows XP Professional Level 2
- Microsoft Office Windows 2000 Introduction

Documentation:

The following documentation is included with the course

- Basic PC & IT Concepts user guide
- Certificate of attendance

After attending you will be able to:

These overall course objectives will give you an idea about what to expect from the course. It is also possible that they will help you see that this course is not the right one for you. If you think you either lack the prerequisite knowledge or



already know most of the subject matter to be covered, you should let your instructor know that you think you are misplaced in the class.

After completing this course, you will know how to:

- Define the components that make up a computer and examine the inside of a computer; discuss the software that controls the computer and enable you to use applications; and manipulate window content and move and resize windows.
- Install and configure programs; troubleshoot; and use System Restore to restore the computer to an earlier point.
- Add a new printer and set the default printer; manage print jobs; and describe and install inkjet and laser printers
- Start Internet Explorer and describe its basic components; understand Web addresses and IP addresses; and describe the role of a DNS server
- Use the Favorites Center in Internet Explorer; use the tabbed browsing feature in Internet Explorer; and conduct basic searches and use advanced search features in Internet Explorer.
- Customize some features of Internet Explorer; use the zoom, save and print functions; download and install add-on programs; and play multimedia content in the browser
- Set privacy and security options in Internet Explorer
- Describe the functions and features of CPUs and different types of computer buses; describe the function of memory and differentiate among various types of memory chips; differentiate among the various memory packages; and monitor memory usage.
- Describe optical data storage and use optical drives and discs; use USB flash drives; and describe hard drives and hard drive interfaces
- Describe the basic components of a network; and describe WAN technologies
- Describe how various types of addresses are used to identify devices on a network; and create client network connections through wired, wireless and dial-up methods
- Identify safety issues and hazards in the computing environment; identify electrostatic discharge and follow ESD safe practices while working with computer components; describe ways to use technology in ways that save energy and reduce waste; and identify proper methods for disposing of computer equipment.
- Discuss the effect of location, building materials, power supply, and fire suppression technologies in maintaining a secure environment; and perform preventive maintenance tasks on computer hardware.

Who should attend?

Learners who need to complete the Learning Unit: Using ICT in the Organisation of the National Certificate: Information Technology: End User Computing SAQA ID: 61591.

Topics covered

Lesson 1: Personal Computer Basics

Topic 1: Computer Components

Topic 2: What Makes Computers Work

Lesson 2: Software

Topic 1: Working with Programs

Lesson 3: Windows Networking

Topic 1: Basic Networking

Topic 2: Network Connections

Topic 3: Advanced File Sharing

Topic 4: Printer Sharing

Lesson 4: Printing

Topic 1: Windows Printing

Lesson 5: Display Devices

Topic 1: External Monitors

Topic 2: Integrated Monitors

Lesson 6: Connectors and Adapters

Topic 1: Serial and PS/2 Connections

Topic 2: USB and FireWire

Lesson 7: Multimedia Devices

Topic 1: Audio Devices

Topic 2: Scanners and Cameras

Lesson 8: Processors and Memory

Topic 1: The Central Processing Unit

Topic 2: Memory

Lesson 9: Data Storage Devices

Topic 1: Optical drives

Topic 2: Removable Storage Devices

Topic 3: Hard Drives

Lesson 10: Network Basics

Topic 1: Network Concepts

Topic 2: Wide Area Networks

Lesson 11: Networking Protocols and Connections

Topic 1: Addressing

Lesson 12: Safety and Green IT

Topic 1: Safety and Hazards

Topic 2: Electrical Safety

Topic 3: Green IT

Topic 4: Disposing of Computer Equipment

Lesson 13: Computer Hardware Care and Maintenance

Topic 1: Environment

Topic 2: Preventive Hardware Maintenance

Appendix A: Information and Communication Technology (US 117928; US 117925)

Appendix B: Data Communication and Networking (US117925; US 14913)

Venue details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz