

Introduction to computers

Based on unit standard 116932, NQF level 1, 3 Credits

Introduction

This introductory course is intended for those who have little or no experience with computers. We will take you through the inside and outside of a computer, into the operating system, and through some basic applications.

Course Objectives

By the end of this course you will be able to:

- Understand general computing concepts
- Understand the difference between hardware and software, and how each works
- Learn the first steps of using a computer, including using the keyboard, mouse, and Windows desktop
- Be able to effectively manage and use files and folders
- Start up and shut down a personal computer system
- Change the configuration of a personal computer
- Use personal computer operating system functions

Course Outline

The computer is powered up according to the manufacturers' instructions

- Errors experienced are explained and appropriate action is taken to correct the error
- User login information is correctly entered
- The computer is shut down according to the manufacturers' instructions
- The computer is switched off according to the manufacturers' instructions
- Examples of situations when a non-standard start-up should be used and the method for performing this operation is demonstrated
- Examples of situations when a non-standard shut-down should be used and the method for performing this operation is demonstrated

Change the configuration of a personal computer

- The configuration function is described in terms of purpose and use
- The configuration function is selected using an appropriate process
- The configuration is changed

- The use of the configuration function produced the anticipated outcome

Use personal computer operating system functions

- The function is described in terms of purpose and use
- The function is selected using an appropriate process
- The function is used according to the manufacturer's instructions
- The use of the function produced the anticipated outcome

Use operating system utilities

- The system utility program is started
- Appropriate input is given to the utility
- The use of the utility achieves the anticipated outcome
- The utility is closed