



Introduction to Computers

Facilitator: Vishal Rajpaul

Has over 13 years IT experience and is currently an IT Network Administrator @Maritzburg College

Objectives & Course Summary The aim of this course is to give users a basic understanding of computers (Hardware & Software). Aid users to be more comfortable around computers and technology, in this digital era.

Outline:

First session

- What is a computer?
- Microsoft Windows
- Saving Work
- QWERTY Keyboard
- Differences between applications and system software
- What is an Operating System?
- Application Software
- Licensing
- Free vs Paid software

Second session

- Input vs Output devices
- Storage
- Windows Explorer
- Files and Folders – rename, copy, delete etc.
- Desktops
- Laptops
- Smartphones

Course days: Saturdays 9am-11am

Course Duration: 4 hours

Minimum number of people: 10

Closing date for course registration: 6/3/2020

Starting date of Course: 7/3/2020

Course Rate: R490

Venue: Maritzburg College

For more information:

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