

# Basic Computer Application Course Syllabus

**Requirement** : No computer knowledge required. (Basic understanding of the English, Malay or Mandarin language)

<b>Class 1</b>	<p>Basic Computer Components</p> <ul style="list-style-type: none"> <li>• Keyboard, Monitor &amp; Mouse</li> <li>• CPU – Drives &amp; External Hard Disc</li> <li>• Copy, Cut and Paste</li> <li>• Common Keyboard Shortcuts</li> </ul> <p>Computer Application</p> <ul style="list-style-type: none"> <li>• Different OS Names &amp; Versions</li> <li>• Start, Shut Down &amp; Hibernate</li> </ul> <p>Navigating Around the Computer</p> <ul style="list-style-type: none"> <li>• Handling Computer Files Windows Accessories</li> <li>• Notepad, Calculator &amp; Paint</li> <li>• Desktop Preference</li> </ul> <p>Using The Internet</p> <ul style="list-style-type: none"> <li>• Browse Website</li> <li>• Search Engines</li> <li>• Email Account – Creating &amp; Using</li> </ul>
<b>Class 2</b>	Microsoft Office (Microsoft Words 2010)
<b>Class 3</b>	Microsoft Office (Microsoft Excel 2010)
<b>Class 4</b>	Microsoft Office (Microsoft PowerPoint 2010)
<b>Class 5</b>	Facebook – Creating & Using Windows Live Messenger - Download, Install & Use
<b>Class 6</b>	<p>Computer Application – Intermediate Knowledge</p> <ul style="list-style-type: none"> <li>• Basic Computer Maintenance             <ul style="list-style-type: none"> <li>○ Defragment, Clear Disk Space &amp; Check Disc</li> </ul> </li> <li>• Burn CD/ DVD – Using Nero Burner</li> <li>• Installing Software</li> <li>• Creating Shortcuts</li> <li>• Basic Trouble-Shooting</li> </ul>

This syllabus is used as a guideline and can be subject to change and update without prior notice.

**Please contact us for more information.**

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