



Working with you
to achieve your goals

IC³ Certification

Computing Fundamentals



Course Description

This module includes the knowledge and skills required to identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together. The module also includes the knowledge and skills relating to computer storage as it applies to hardware components like floppy and hard disks and performance as it applies to processor speed and memory.

Courseware Outline

1: Recognising Computers

Lesson 1: Computers All Around Us

- How Computers Can Be Used
- Large Systems
- Personal Computers
- Notebooks or Laptop Computers
- Tablets
- Personal Digital Assistants
- Workstations Other Types of Computers
- Summary
- Review Questions

Lesson 2: Looking at Networks

- What is a Network?
- Types of Networks
- Features and Benefits
- Connecting to a Network
- Interacting with Networks
- Summary
- Review Questions

Lesson 3: Elements of a Personal Computer

- An Overview
- Looking at the System Unit
- Summary Review Questions

Lesson 4: Understanding Memory

- Looking at Memory Read Only Memory (ROM)
- BIOS
- Random Access Memory (RAM)
- Cache Memory
- Summary
- Review Questions

Lesson 5: Identifying Input/Output Devices

- What are Input/Output Devices?
- Looking at the Monitor
- Using Video Cards
- Using the Keyboard
- Using the Mouse
- Looking at Other Input/Output Devices
- Recognising Ports
- Summary Review
- Questions

Lesson 6: Working with Storage Systems

- What Are Storage Systems?
- Working with Disk Drives
- Identifying the Floppy Disk Drive
- Working with Hard Disk Drives
- Working with CD Drives
- Using Other Types of Storage Devices
- Virtual Storage Systems
- Identifying Disk Drives
- Summary Review
- Questions

Lesson 7: Looking at Printers

- Using Printers
- Dot Matrix Printer
- Ink Jet Printer
- Bubble Jet Printer
- Laser Printer
- Miscellaneous
- Types of Printers
- Replenishing Printer Supplies
- Summary Review Questions

Lesson 8: Basic Troubleshooting Techniques

- Increasing the Computer's Performance
- Working with Hardware
- Taking Care of the Computer
- Replacing or Upgrading Equipment
- Disposing of Older or Non Working Items
- Summary
- Review Questions

Lesson 9: Buying a Computer

Building Your Checklist How Much Will It Cost?

Summary

Review Questions

Lesson 10: Looking at Software Applications

What is a Software Program?

Upgrading Your Software

Looking at Operating Systems

Choosing an Application

Program Summary

Review Questions

Lesson 11: Using the Computer

Understanding the Boot Routine

Working with an Application Program

Resetting the Computer

Shutting Down the Computer

Summary

Review Questions