



Working with you  
to achieve your goals

# IC<sup>3</sup> Certification

## Computing Fundamentals Duration: 2 Days



### 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