

Basic Computer Course

The goal of a basic computer literacy course is to equip students with basic computer skills. Additional advanced courses may be taken to strengthen knowledge in a particular area. The descriptions below highlight the curriculum of some common online basic computer courses.

Course Outline

Introduction to Computers
Keyboarding
Microsoft Office
Internet Navigation

Course Modules

Module 1

What is Computer?
Components of Computer System
Concept of Hardware and Software
Concept of computing, data and information
Basics of Operating System
The User Interface
Operating System Simple Setting
File and Directory Management

Module 3

Communication using the Internet
Basic of Computer Networks : LAN, WAN
Internet
World Wide Web (WWW)
Search Engines
Understanding URL
Surfing the Web

Software Covered

Microsoft Office

Module 2

Word Processing Basics
Opening and closing Documents
Text Creation and manipulation
Table Manipulation
Elements of Electronic Spread Sheet
Manipulation of Cells
Formulas and Function

Module 4

Communications and Collaboration
Basics of E-mail
Document collaboration
Using PowerPoint
Preparation of Slides
Presentation of Slides and Slideshow
Summary