



Computer Literacy for the Workplace

LEVEL 1 [BASIC]

COMPUTER LITERACY FOR THE WORKPLACE LEVEL 1 [BASIC]

COURSE OVERVIEW:

The **Computer Literacy for the Workplace – Level 1 [Basic]** course is designed to prepare employees for the modern world of working with computers. It covers the fundamentals of computers, their parts, ergonomics, using Windows 10/11, and the navigating the internet. There is a balanced mix of both theory and practical activities to ensure participants are all-rounded in both knowledge and experience in using computers. At the end of the course participants would possess the basic knowledge required to begin using computers in the workplace to perform basic tasks.

PRE-REQUISITES

There are no pre-requisites for this course. Participants can begin with little to no prior knowledge or experience with computers

DURATION

The **Computer Literacy for the Workplace – Level 1 [Basic]** course can be completed in **twelve (12)** hours.

There is a total of **four (4)** training sessions.

Each session is **three (3)** hours long.

The course can be completed in:

- **Four (4)** days, with **one (1)** session per day OR
- **Two (2)** days, with **two (2)** sessions per day.

FACILITATOR

The course is facilitated by **Mr. Joseph Alexander BSc, MBA, MCT** who is a certified **Microsoft Office Specialist** and a **Microsoft Certified Trainer**. He has over ten years of experience in teaching and has conducted many training seminars for hundreds of employees from various companies throughout Trinidad and Tobago. He specializes in practically applying computing knowledge to the working environment to improve workforce productivity, and is gifted in making the learning experience simple, enjoyable, and easy to understand.

COURSE OUTLINE

1. COMPUTER BASICS

1.1 COMPUTER FUNDAMENTALS

What is a computer?

The Input, Processing, Output cycle

Different Types of Computers

PCs and MACs

Main Parts of a Computer

Hardware vs. Software

1.2 COMPUTER PARTS, BOOTING, PERIPHERAL DEVICES

Inside a Computer System

Peripheral Devices

Computer Connections

1.3 DATA STORAGE

Data Storage Overview

Storage Units

Understanding Storage Requirements

Storage Devices

1.4 OPERATING SYSTEMS AND APPLICATIONS

Understanding Operating Systems

Microsoft Windows

MacOS

Linux

Mobile OS

Understanding Applications

1.5 ERGONOMICS

Understanding the importance of ergonomics

Proper posture

Lighting and eye strain

Importance of periodic breaks

1.5 USING WINDOWS 10/11

Sign-in to Windows

Explore The Desktop and Taskbar

The Start Menu

Windows Settings

Manage Content and App Windows

Ending A Computer Session

Configure The Start Menu

Set The Desktop Background

Create And Manage App Shortcuts

Manage Start Menu

Customize The Taskbar

Files and Folders

File Explorer

Find Files

Create And Rename Folders and Files

Move And Copy Folders and Files

Delete And Restore Folders and Files

2. INTERNET OPERATIONS

2.1 INTERNET BASICS

The Internet

The World Wide Web (www)

Web Browsers

Clients and Servers

IP Addresses

Domain Name Systems (DNS)

The Cloud

2.2 INTERNET CONNECTIVITY

Internet connections

Wi-Fi

Network Devices

Internet Bandwidth and Speeds

Internet Service Providers (ISP)

2.3 USING WEB BROWSERS

Microsoft Edge Basics

Google Chrome Basics

Browsing the internet safely

Downloading Files