



**Course Content**  
**Introduction to PCs**  
**Duration: 1 Day**

# Overview

## MODULE 1

Types of Computers

Mainframe

Personal Computer (PC) Laptop/Notebook

Personal Digital Assistant (PDA) Thin Client

Types of Hardware and their role in the system

Input Output Storage Peripherals ROM

Ports

Factors that impact a computers per- formance

CPU RAM

Hard Disk

Cache

Number of programs running

## MODULE 2

CPU (Central Processing Unit) Memory

RAM ROM

ROM-BIOS Flash BIOS \*\*

Video Memory Input Devices Mouse Keyboard Trackball Microphone

Touchpad Light Pen Scanner Joystick

Digital Camera Web Cams \*\* Output Devices Monitors Printers

Plotters

Speakers

Speech Synthesizers Microfilm (Microfiche) Input / Output Devices Touch

Screen

Modem

Storage Devices Floppy / Stiffy Disks Hard Disks

CD-ROM

CD-RW (Compact Disk Read/Write) \*\* DVDs \*\*

Zip Drives and cartridges

Jaz drives \*\*

Magnetic tape streamers

Flash Drive \*\* MP3 Players \*\*

### **MODULE 3**

Operating System software  
Application software

### **MODULE 4**

Data Communication  
Advantages of networking  
computers  
Ways of connecting to the internet

### **MODULE 5**

Ergonomic Principles  
Impact of certain environmental  
condi- tions

### **MODULE 6**

Health and safety legislation  
Common Injuries  
RSI  
Back and Neck pain  
Eye Strain  
Common Precautions  
Cables  
Power

Practices to minimise the effect on  
the environment

Recycling  
Re-filling Toner and Ink Cartridges  
Reduce paper usage

### **MODULE 7**

Setting up a computer work-  
station

### **END USER MODULE**

Abbreviations and Terminol- ogy  
Computer Dictionary

