

INTRODUCTION TO BASIC COMPUTING COURSE



ABOUT US



Transfotech Academy was founded in 2012 by Sheikh Galib Rahman and Pradeep Macharla, with a mission to promote innovation, automation, and technology. In just five years, they gained a reputation in the IT industry, opened a campus in Jamaica, and offered tailored courses in IT. They aim to contribute to digitalization by providing academic-style IT courses both physically and online. They are affiliated with Queens College, CUNY and are recognized as the #1 Academy for QA testing. Their six-step process sets them apart from other IT academies. Their goal is to make a mark globally and help build the IT world together.

320+

SATISFIED
STUDENTS

2341

HOURS
COMPLETED

804

LIVE
ASSIGNMENTS

136

PROJECTS
DONE

COURSE OUTLINE

Basic Introduction to Computers – this course is for people who have never touched a computer, though computer users will learn many new things too. This course (or equivalent experience) is prerequisite to the other computer courses listed below. We look at:

- The physical parts of a computer (CPU, keyboard, monitor, mouse, etc.) and how they work
- Navigating the Windows desktop
- File and folder management, libraries, Windows Explorer
- Using programs
- Connecting to networks and the internet

Topic Outline:

1. Introduction to Computers:

- Why are we here?
- What is a computer?
- Why do we use a computer?

2. Getting Started

- A look inside
- Terminology
- Types of computers
- The parts of a computer
- The keyboard and mouse

3. Windows 10 Operating System

- Desktop
 - Icons
 - Pointer
 - Taskbar
- date and time
- background
- Personalizing the desktop

4. Windows Explorer

- Parts of a Window
 - Back/forward buttons
 - address bar
 - address bar
 - toolbar/command bar
 - menu bar
 - sizing buttons
 - navigation pane
 - view
 - moving a window
 - snap feature
- Working with libraries

5. Files and Programs

- Opening files or programs
- Saving your work
- Closing a program
- Help features

6. Creating and Managing Folders

- Creating folders
- Moving folders
- Renaming folders
- Deleting folders

7. Peripheral Devices

- What are peripheral devices?
- Managing peripheral devices
- Ports and plugins

8. Networks

- What is a network?
- What is a server?
- Why are networks useful?

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THANK YOU