

Basic Computer Course Step 1 & 2

初级电脑课程 单元一及单元二

1. Getting Started on IT

- 🔑 Introduction
- 🔑 Basic Parts of a Computer
- 🔑 How to begin
- 🔑 Using the Keyboard
- 🔑 Using the Mouse
- 🔑 My Computer
- 🔑 Manipulating Windows
- 🔑 What is the Internet?
- 🔑 What do I need to surf the Internet?
- 🔑 Log on the Internet
- 🔑 Ready to surf
- 🔑 Basic navigation buttons
- 🔑 Searching for information on the web
- 🔑 Log out from the internet
- 🔑 Shut down the computer

2. Communicating using IT

- 🔑 Introduction to Email

3. Fun with IT

- 🔑 Games
- 🔑 Introduction to eCitizen portal
- 🔑 Fun with eCitizen

4. Getting Started on IT

- 🔑 Introduction

- 🔑 The Desktop
- 🔑 Launching a program- WordPad
- 🔑 Creating a file using WordPad
- 🔑 The Internet
- 🔑 Advance search engine
- 🔑 The home page using history
- 🔑 Using Favorite
- 🔑 Review exercise
- 🔑 Make IT work for you
- 🔑 Sending electronic greeting cards
- 🔑 Introduction to downloading from Internet
- 🔑 Introduction to e-Community
- 🔑 Introduction to online transaction

5. Make IT Safe To You

- 🔑 About computer virus
- 🔑 Internet security
- 🔑 Tips on safe surfing
- 🔑 Remember to stay cyber smart

\$85 (M)
\$90 (NM)



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Start Date	End Date	Time	Day	Medium
27 Nov 23	06 Dec 23	10am-1pm	Mon & Wed	Chinese
01 Dec 23	22 Dec 23	7-10pm	Fri	Chinese
05 Dec 23	14 Dec 23	7-10pm	Tue & Thurs	English
06 Dec 23	03 Jan 24	10am-1pm	Wed	English
07 Jan 24	14 Jan 24	10am-5pm	Sun	Chinese
08 Jan 24	17 Jan 24	10am-1pm	Mon & Wed	Chinese
16 Jan 24	25 Jan 24	7-10pm	Tue & Thurs	English
22 Jan 24	31 Jan 24	10am-1pm	Mon & Wed	English
19 Feb 24	28 Feb 24	7-10pm	Mon & Wed	Chinese
23 Feb 24	15 Mar 24	7-10pm	Fri	English
27 Feb 24	07 Mar 24	10am-1pm	Tue & Thurs	Chinese
03 Mar 24	10 Mar 24	10am-1pm	Sun	Chinese
03 Mar 24	10 Mar 24	2-5pm	Sun	English

Use SkillsFuture Credit to offset course fees!
用“未来技能培训补助”来抵消学费！

4 Lessons x 3 hours or 2 Full days x 6 hours



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