

Skillsfuture@PA

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
01 July 22	22 July 22	7-10pm	Fri	Chinese
05 July 22	14 July 22	7-10pm	Tue & Thurs	English
18 July 22	27 July 22	10am-1pm	Mon & Wed	English
26 July 22	04 Aug 22	7-10pm	Tue & Thurs	English
05 Aug 22	26 Aug 22	7-10pm	Fri	Chinese
16 Aug 22	25 Aug 22	10am-1pm	Tue & Thurs	Chinese
30 Aug 22	08 Sep 22	10am-1pm	Tue & Thurs	English
10 Sep 22	17 Sep 22	10am-5pm	Sat	English
12 Sep 22	21 Sep 22	7-10pm	Mon & Wed	Chinese
20 Sep 22	29 Sep 22	10am-1pm	Tue & Thurs	English
26 Sep 22	05 Oct 22	7-10pm	Mon & Wed	English
01 Oct 22	08 Oct 22	10am-5pm	Sat	Chinese
07 Oct 22	28 Oct 22	7-10pm	Fri	English
11 Oct 22	20 Oct 22	10am-1pm	Tue & Thurs	Chinese

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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