

# 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)**



**CHUA CHU KANG COMMUNITY CLUB**  
**IT Centre**

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Start Date	End Date	Time	Day	Medium
01 Mar 26	08 Mar 26	10am-5pm	Sun	Chinese
06 Mar 26	27 Mar 26	7-10pm	Fri	Chinese
16 Mar 26	25 Mar 26	7-10pm	Mon & Wed	English
24 Mar 26	26 Mar 26	10am-5pm	Tue & Thurs	Chinese
10 Apr 26	17 Apr 26	10am-5pm	Fri	English
14 Apr 26	16 Apr 26	10am-5pm	Tue & Thurs	Chinese
18 Apr 26	25 Apr 26	10am-5pm	Sat	Chinese
21 Apr 26	23 Apr 26	10am-5pm	Tue & Thurs	Chinese
27 Apr 26	06 May 26	7-10pm	Mon & Wed	English
05 May 26	14 May 26	7-10pm	Tue & Thurs	Chinese
11 May 26	13 May 26	10am-5pm	Mon & Wed	Chinese
17 May 26	24 May 26	10am-5pm	Sun	English
29 May 26	19 June 26	7-10pm	Fri	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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