



# Canada College

Iran Branch

## *Computer Fundamentals*

- 1 Basic of Computer & IT
- 2 Windows XP
- 3 Internet (without out look software)

### **Module1 Basic Computer & IT**

about the basic physical make-up of a personal computer and understand some of the basic concepts of Information Technology (IT) such as data storage and memory, the context for computer-based software applications in society, and the uses of information networks within computing. The candidate shall also appreciate how IT systems are found in everyday situations; and how personal computers can affect health. The candidate shall be aware of some of the security

### **Module 2 Windows XP**

demonstrate knowledge and competence in using the basic functions of a personal computer and its operating system. The candidate shall be able to operate effectively within the desktop environment. He or she shall be able to manage

and organize files and directories/folders and know how to copy, move and delete files and directories/folders. The candidate shall demonstrate the ability to work with desktop icons and to manipulate windows. The candidate shall demonstrate the ability to use search features, simple editing tools and print management facilities available within the operating system.

### **Module 3 Internet , (without Outlook)**

Information, requires the candidate to accomplish basic Web search tasks using a Web browser application and available search engine tools, to bookmark search results and to print Web pages and search reports. The second section,

Communication, requires the candidate to demonstrate their ability to use electronic mail software to send and receive messages, to attach documents or files to a message.

**The Representative of Canada College in Iran - K.C.T.C**