



Education within the reach of all
A Ministry of Calvary Chapel-Port-au-Prince
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Syllabus

Course Title

INTRO TO COMPUTERS

I. Objective:

The objective of this course is to help students master the use of computers effectively. It aims to equip students with the skills to troubleshoot simple problems and become proficient in using both the operating system and basic software.

II. **Prerequisites:** There are no prerequisites for this course, and it is open to all students.

III. **Materials and Books:** Course materials will be provided in PDF format and made available to students from the first day of class.

IV. **Course Content:** The course will cover the following topics:

- Familiarizing with Windows 10:
 - Getting to know the features and functionalities of Windows 10 operating system.
- Office Software: MS-Word, MS-Excel, MS-PowerPoint, MS-Access:
 - Learning to use popular Microsoft Office applications for word processing, spreadsheets, presentations, and database management.
- World Wide Web Navigation: Search and More:

- Understanding how to navigate the internet, perform effective searches, and utilize web resources.
- Social Media: Advantages and Disadvantages:
 - Exploring the benefits and drawbacks of social media platforms.