

## IT Clinics (PC/Laptop Maintenance)

Course Code: ASKCL7  
Course Duration: 2 days (16 hours), 9:00am – 5:00pm  
Course Fee: \$535.00 (Inc. GST) per participant, SDF grant entitled.  
Course Dates: Refer to <http://asktraining.com.sg/calendar>

### ***Introduction to PC Hardware and PC Software***

#### ***Components of a Computer System***

- Assembling A Computer System
- Know the parts and components
- Putting the Parts and components together
- Fixing CPU and required Devices
- Installing Operating System
- Installing Additional Hardware and Software

#### ***Introduction to PC Security***

- Security Threats
- Precautions
- Recovery

#### ***PC Maintenance Tips***

- Demonstration on Hardware Related Problems
- Demonstration on Software Related Problems

### ***Common System Errors and Recommended Solutions***

- Monitors
- Hard Drive
- Keyboard
- Mouse
- An Unresponsive PC
- Networking
- Printer Problems
- Laser Printer
- Audio
- Missing/Lost Document
- Dependencies
- Setting a Password in Access
- Compacting and Repairing a Database

#### **Note:**

*Participants may want to bring their own systems to do troubleshooting or use the sample systems provided by ASK Training.*



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