



@ASK Training
Attitude | Skills | Knowledge

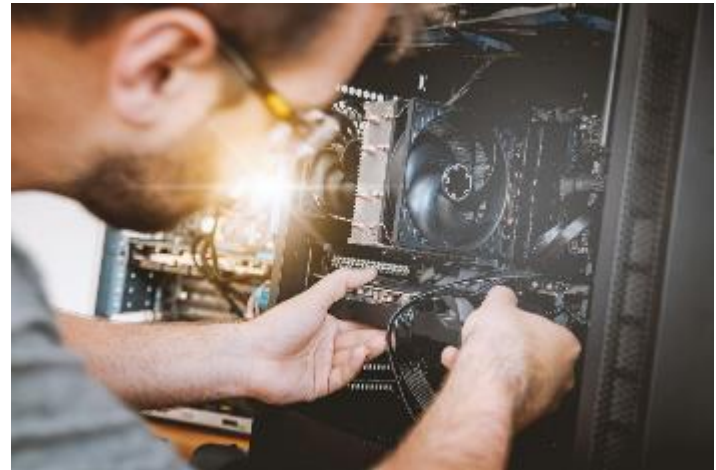
IT Clinics (PC Maintenance)

Course Code:
ASKCL7

TPGateway Course Code:
TGS-2017500037

Course Duration:
2 days (16 hours), 9.00am - 5.00pm

Course Fee:
\$500 (\$540 Inc. 8% GST) per participant
SDF grant entitled, \$2/hr x 14hrs = \$28
1 hour lunch is not claimable
Skillsfuture Credit Claimable for Individual
UTAP Claimable ; sign up <https://ntuc.co/ask-edm>



Course Dates:
Refer to Training Calendar
<https://asktraining.com.sg/course-calendar/>

Course Synopsis

Have you always wanted to maintain your own PC or laptops but feel uncertain of how you can do so?

Or perhaps you have been searching for IT Clinics (PC/Laptop Maintenance) to gain practical knowledge to DIY the maintenance? Or you are keen to understand why the PC performance is not up to speed?

Course Objectives

In our 2-days workshop, you will participate in hands-on practical exercises and get the opportunity to dismantle and assemble a computer provided by our institute or your own computing devices. Our trainer will be on hand to describe and explain the functions of each of these hardwares to you to greatly enhance your understanding on how the hardware of computers come together to power your computing experience on your PC or laptop.

You will also be able to troubleshoot hardware and software related problems of your PC with more confidence and learn how to protect your system from security threats. With the simple tips and knowledge gained in this IT Clinic for PC and Laptop maintenance, you will no longer need to waste time and money to send your computer for repair for small issues such as absence of network connectivity, frozen computer screen images, unresponsive keyboards, PC and printers if you can effectively diagnose these problems and solve them yourself.



Course Outline

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

