

PCMASTERCLASS COURSE – LEVEL 2 AWARD



The **PCMASTERCLASS – Level 2 course** is an innovative step-by-step course, which teaches you everything you need to know about PC hardware, the Windows operating system and communication and networks.

The course contains detailed instructions, backed by eLearning Centre's renowned technical support service, to enable you to diagnose and correct faults in PC hardware, operating systems and common peripheral devices, such as printers and scanners.

You will learn how to...

- Recognise all of the major components of a PC and the functions they provide;
- Diagnose a wide range of common (and not so common!) hardware problems, using the software tools provided and simple instructions supported by close-up photographs;
- Optimise and utilise the major Windows functions and utilities, and diagnose a wide range of typical problems; and
- Use the Internet to your advantage with Microsoft's Internet Explorer, Outlook Express and learn the fundamentals of Website Design.

On successful completion of the course you will receive a recognised level 2 award (Comparable to working at GCSE or NVQ Level 2).

The course is organised into a series of individual lessons, each with its own practical exercises and assignments, which are briefly described as follows.

The Course Includes the Following 8 Units:-

➤ **Unit 1 - Introduction to PC Hardware**

This Unit is designed to provide you with an overview of the development of computer technology from its inception more than 50 years ago to today's powerful desktop systems. You will learn the basics about the major components of a computer system and how they combine to provide a cohesive system capable of processing millions of instructions per second. You will also learn about the main components of Microsoft's Windows operating system.

The following topics are covered by this Unit: A short history of the computer, Computer numbering Systems, PC hardware components overview, The role of computer operating systems, Introducing the Windows operating system and Unit Review/Assignments.

Price:
£195.00

Instalment Options:
You can spread the payments for this course over 4 monthly payments. 1 initial payment of £75.00, followed by 3 monthly payments of £40.00.

Course Format:
Paper Based Course Materials

Assessment:
Coursework

Approximate Study Time:
100 Hours of Self Study

➤ **Unit 2 – The Windows Operating System**

This Unit introduces you to the major Windows Operating System functions (including Windows 95/98/NT/ME/2000/XP) and is suitable for novices and experienced users alike.

The main topics covered are: The function of an Operating System, A History of Windows, Installing the Windows Operating System, Windows overview and glossary, The Start Menu and Task Bar, The Desktop and Clipboard, Windows Explorer, The Programs Menu, The Windows Control Panel, Windows Accessories, the Microsoft Network and Dial-up Networking, Setting up Printers and Unit Review/Assignments.

➤ **Unit 3 – An Introduction to the Internet**

On completion of this Unit, you will understand the terminology of the Net and be aware of both its history and its current status; you will learn about some of the basic web page design principles and be introduced to HTML, the language of the Internet.

The main topics covered include: Getting started and installing your software; Getting connected to the Internet; Choosing the right Internet Service Provider; Setting up and registering your own Website; A guided tour of the Internet; An Introduction to Internet Explorer; Email with Outlook Express; An Introduction to HTML; An Introduction to Microsoft's FrontPage; Unit Review/Assignments.

➤ **Unit 4 – PC Hardware Components**

This Unit describes the individual components of a Personal Computer, identifying each component and discussing its function and connections in a precise but simple style avoiding the usual jargon found in most textbooks and hardware manuals.

The following components are described in detail: The power supply, The motherboard and its on-board components, Processors, RAM (Memory), Data Storage Devices, Parallel and serial interfaces, Video, Graphics and Sound Cards and Unit Review/Assignments.

➤ **Unit 5 – Input/Output Devices**

This Unit is designed to provide you with a thorough briefing on the principles of Input and Output Devices and Other External Devices.

The following topics are covered: Modems, Monitors, The Keyboard and Mouse, Other Peripheral Devices and Unit Review/Assignments.

➤ **Unit 6 – Diagnostics and Fault Finding**

This Unit takes you step-by-step through the fault finding procedures required to diagnose a range of problems and solutions connected with a faulty PC; all you need is a screwdriver and perhaps a little help from your Course Director! The detailed yet simple instructions, together with close-up photographs and drawings take you through each procedure.

The following topics are covered: Important safety information, PC case layout and I/O device connections, Identifying the key Motherboard components, Dealing with boot failure, Diagnosing hard disk drive problems, Diagnosing floppy disk drive problems, Creating a boot disk, Diagnosing CD-ROM problems, Windows operating system problems, System diagnostic tools, The "Snooper" System Information Utility, Diagnosing printer problems, Other useful diagnostic tools, Hardware and software conflicts, Preventative maintenance procedures and Unit Review/Assignments.

➤ **Unit 7: Data Communications & an Introduction to Networks**

This Unit will look at how different data types (voice, data, image and video) is transmitted using technology and the various transmission media required to perform the data transfer, as well as the fundamentals to data communication and cost.

The main topics covered include: Data transmission, Fundamentals of Data Communications, Asynchronous and Synchronous Communications, Transmission Efficiency, An Introduction to Networks, Ethernet Alternative Network Technologies and Unit Review/Assignments.

➤ **Unit 8: Case Study**

This Unit comprises of a practical assignment designed to test your understanding of the entire course.

The Pcmasterclass course comes with a comprehensive software library which includes:

Anti Virus Personal Edition, Acrobat Reader 5.05, Internet Explorer 6, Winzip 8.1, Photoshop 6.0 (Trial), Ultimate Paint 1.91, Modem Booster 3.0, Modem Doctor 2.0, Active Backup Expert Pro, Bonzai System Checker, File Revival 1.0, Registry First Aid 2.5, Tweak UI, Advanced Startup Manager 1.4 + Much Much More.

Pre-Requirements:

There are no particular entry requirements.

Course Duration & Support:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. As the course is self study you can complete in as little or as long a time as you prefer.

Assessment:

You will be assessed on coursework which is detailed in the course materials. Most coursework consists of short paragraph answers to set questions. Your work can be sent back to your course tutor by email or by post.

Qualification:

The award is gained from your successfully completed coursework so there is no exam to complete.

On successful completion of this course students will be awarded a **PC Technology Level 2 Award**.

This award has been independently accredited at a level of learning equivalent to level 2 on the National Qualifications Framework (NQF) and is comparable to working at GCSE or NVQ Level 2.



The award is issued through NCFE. NCFE is recognised as an awarding body by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.