

Government of Pakistan
Directorate of Training & Research
(Customs, Federal Excise & Sales Tax)
Islamabad

"BASIC KNOWLEDGE OF COMPUTER HARDWARE AND NETWORKING"
DAILY TRAINING PROGRAM SCHEDULE FOR THE OFFICIALS IN (BPS 07-16), FROM (21st To 24th December, 2009)

S.No	Course Title	Day	Date	Instructor	Course Timing		
					9:30 - 10:30	10:40 - 11:30	12:00 - 13:00
1	1. Introduction to Computer Hardware 2. Introduction to Inside of Computer	Monday	21-Dec-09	Muhammad Bilal Fazal Assistant Network Administrator	What is Computer Hardware, Computer Terminology, Computer Parts, (Mouse, Key Board) Combination of keystrokes, etc.	Computer Case opening, Computer battery, Case fans, CD ROM, Processer, Hard Disk, Memory, Modem, Installation of Modem.	Practical
2	Connections 1. Internal Connections 2. External Connections	Tuesday	22-Dec-09	Muhammad Bilal Fazal Assistant Network Administrator	ATX Power connection, Data cable, IDE cable, Sata cable, IDE Power cable, Power Supply Connection.	Power Cord Connection, Power Cord, PS2 port, USB Port, Parallel Port, Parallel Cord, Video Port, Monitor Cable etc.	Practical
3	Mother Board 1. Slots 2. Connections	Wednesday	23-Dec-09	Muhammad Bilal Fazal Assistant Network Administrator	ISA Slots, IO Card, PCI Slots, AGP AMR/CNR Slots, SIMM, DIMM, DDR	IDE, Floppy Disk Connector, Printer Port, Power Supply Connector, Keyboard Connector, Mouse Connector, VGA/AGP Connector, USB Port	Practical
4	1. Introduction Networking 2. Printer Installation and Addition 3. How to access IP Address	Thursday	24-Dec-09	Muhammad Bilal Fazal Assistant Network Administrator	Networking, Requirments of Networking, Client/Server Setup, Peer to Peer Setup, Computer Name, Printer Installation.	Network Identification, Workgroup Name, IP Address.	Practical

Short Break 10:30-10:40 Tea Break 11:30- 12:00
