



SDF Funding

Employers who wish to apply for SDF funding must submit the SDF Form 1 to SDF at least one working day before course start date.

Download the form at www.sdf.gov.sg or request for a copy by calling the **SDF Hotline on 68835885**.

Registration & Payment

- Walk-in at the Customer Service Centres
- Apply online at www.ite.edu.sg/cet/sc/online.htm
- Post the application form to us

Payment is required for confirmation of place. Crossed cheques should be made payable to 'Institute of Technical Education. At the back of the cheque, please write your name, NRIC/FIN, course title and contact number.

Closing date: 1 month before course start date or when the class is full.

Withdrawal & Deferment

Withdrawal or deferment notice must be made in **writing**:

- 2 weeks or more before course start date - Full refund
- Less than 2 weeks before course start date - 50% refund
- On or after course start date - No refund

In the event that the course is cancelled due to unforeseen circumstances, full refund will be given.

COMPUTER REPAIR & MAINTENANCE

Objective

This course is useful as it equips participants with basic knowledge about personal computers. Participants will also learn about PC hardware and software, maintenance of PC systems and troubleshooting of common problems.

Who Should Attend

For students, workers or technical staff who has little or no basic skills and knowledge about PC hardware and software maintenance.

Content

- Dismantling and assembly of personal computers
- Upgrading of personal computers
- Setting-up of Windows Operating Systems and Application Programs
- Understanding the architecture of computer systems
- Understanding the functions of peripheral devices in micro-computer systems
- Set up hard drive subsystem
- Testing peripheral devices of a personal computer system
- Maintenance of personal computers
- Create recovery disk
- Troubleshooting of common problems in personal computers
- Simple home-networking

Course Details

- Duration : 30 hrs (10 hours of theory; 20 hours of hands-on practice)
- Total fee : \$340 (inclusive of GST and registration fee)
- Schedule : See our website for details or call us for more information