



2913 Saturn Street Suite G. Brea, CA 92821
Telephone (800) 550-8783 Fax (714) 528-0530

Computer Training

40 Hours

This course introduces the student to computers, windows, MS office, security software internet, and knowledge of most commonly used software.

Course Syllabus

- Introduction to Computers
- PC Setup
- On and Off
- PC memory and Storage
- Input and Output devices and methods of connection
- Printing
- Audio Devices
- Introduction to Windows
- Windows Settings
- File Management
- System Recovery
- The Network
- Internet
- MS Office
- Security Software
- Commonly Used Software

Cost of In-Home Training Courses

- **Cost** **\$5,399**
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Books and Supplies

- Textbook
- Workbook
- Windows 10 & Microsoft Office 2016 Learning CD
- Office 2016 Essentials Quick Reference Guide
- Typing Software
- Voice Recorder
- USB Drive
- Webcam
- 2 Pens
- 2 Pencils
- 1 Highlighter
- 1 Notepad

Instructor will meet the student in person on each session (100% In-Home) or provide online training (100% remote) or provide hybrid (in-home and online 60-40) blended training.

Cost mentioned herein is based on 100% onsite training some discount may be available for 60-40 In-home or 100% Remote. On some occasion additional charges may apply, ask for details.