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Windows – Basic Concepts

18 hours

Objective: This program prepares students to get familiar with Computers, Vocabulary, Components, security software and get to a basic level with their Knowledge of Computers, learn assembly, Windows, MS office, Typing, Settings and troubleshooting, internet and knowledge of most commonly used software.

Course Syllabus

Course covers several items including but not limited to the following

- Basic Computer Concepts
- Computer vocabulary
- Assembling the computer
- Windows Functions and shortcuts
- Intermediate level MS Office
- Security software
- Internet and social media
- Typing
- Settings and Troubleshooting
- Commonly used Software

Cost of In-Home Training Courses

- **Cost** **\$2,559**
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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.