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PC or Apple Computer Use -- Basic (In-Home Training)

36 Hours

Objective: This program prepares students to get familiar with Basic Computers, Vocabulary, Components, operating system, MS office, security software and Internet

Course Syllabus

Course covers several items including but not limited to the following

- Basic Computer Concepts
- Computer vocabulary
- Operating system
- Setting up the rest of your computer system
- Using the Internet
- Communicating Online
- MS Office
- Security software
- Doing fun and useful things with your computer
- Performing preventative maintenance and dealing with common problems

Cost of In-Home Training Courses

- **Cost** **\$4,879**

Books and Supplies

- Textbook
- Workbook
- Windows 10 & Microsoft Office 2016 Learning CD
- Windows Introduction Quick Reference Card/ Mac OS X Introduction Quick Reference Card
- 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.