

**181 West Orangethorpe Ave. Suite C, Placentia, CA 92870
Telephone (800) 550-8783 Fax (714) 528-0530**

Windows – Basic Concepts

15 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 internet, Windows, Typing, Settings and troubleshooting, and knowledge of most commonly used software.

Course Syllabus

Course covers several items including but not limited to the following.

- **Computer Concepts**
- **Computer vocabulary**
- **Assembling the computer**
- **Windows Functions and shortcuts**
- **Security software**
- **Internet and social media**
- **Typing**
- **Settings and Troubleshooting**
- **Commonly used Software**

Cost of Training

Cost

- **Remote training (webinar based) \$1,949.85**

Books and Supplies

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

Supplies Cost \$259.00

Supplies list can be adjusted and modified, cost vary accordingly, please ask for estimate.

Instructor will meet the student on zoom. This training program is remote training, in person may be available on some locations ask for details.

Syllabus and its contents could be modified and adjusted by teacher/school officials, new items can be added, and some items may be removed based on client's interest and needs. Syllabus is subject to change without notice.