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PC or Apple Computer Use -- Basic and Intermediate (In-Home Training) 108 Hours

**Objective:** This program prepares students to get familiar with Computers, Vocabulary, Components, security software and get to an intermediate level with their Knowledge of Computers, learn assembly, Operating system, 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 to intermediate Computer Concepts
- Computer vocabulary
- Assembling the computer
- Operating system 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**      **\$14,139**

## 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.