



WINTER PARK TECH

Institute for Corporate and Community Training
901 Webster Avenue ▪ Winter Park, FL ▪ 32789
(407) 622-2900

www.wptech-getclasses.com

Computers Level 1 (Keyboarding & Intro to Computers)

Course Description:

We welcome you to the digital age with this Introduction to Computers course. It contains an overview of computer literacy topics including keyboarding skills, applications software, and issues about technology. Students will have hands on practice; learn about solving problems and finding information on your computer. Learn about using Windows, the mouse and the keyboard. Starting and restarting a computer and MUCH MORE!

Text:

Computer Basics, CustomGuide 2010 - provided by the instructor.

Suggested Prerequisites:

None

Topics to be addressed:

The Essentials
Keyboarding
Proper Placement
Starting up/Shutting Down Computer
Basic Computer Layout
The Mouse and Keyboard

Computer Navigation
Software usage
Basic and Routine Maintenance
Problem Solving
And Much More!