



**WINTER PARK TECH**

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

[www.wptech-getclasses.com](http://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!