

**Customized Computer Training (hourly basis)**

This course introduces the student to computers, windows, MS office, security software internet, and knowledge of most commonly used software.

## Course Syllabus

- Introduction to Computers
- PC Setup
- On and Off
- PC memory and Storage
- Input and Output devices and methods of connection
- Printing
- Audio Devices
- Introduction to Windows
- Windows Settings
- File Management
- System Recovery
- The Network
- Internet
- MS Office
- Security Software
- Commonly Used Software

## Cost of Training

### Cost

- Remote Training \$129.99 per hour, minimum 3 hours

## Books and Supplies

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

### **Supplies Cost \$359.00**

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.