

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

## Computer Concepts; PC or Apple Computer Use – Advanced

15 Hours Each (can be combined or ordered in three individual module)

**Objective: This program prepares students to get familiar with Computers, Vocabulary, Components, security software and get Knowledge of Computers, learn setup configuration Operating system, MS office, troubleshooting, internet and knowledge of most commonly used software.**

### Course Syllabus

Course covers several items including but not limited to the following

#### Computer Concept (Advanced)

- Computer vocabulary
- Operating System
- Setting up and customizing the computer screen
- Operating system Functions and shortcuts
- Basic use of MS Office
- Security software
- Internet and social media
- Typing, Settings and Troubleshooting
- Doing fun and useful things with your computer

### Cost of Training

#### Cost

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

### Books and Supplies

- Textbook
- Workbook
- Windows & Microsoft Office 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

#### Supplies Cost \$285.00

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.