

US COMPUTERS, INC.



REMOTE TRAINING
Now available

CUSTOMOZE YOUR COMPUTER TRAINING

- CA CERTIFIED SMALL BUSINESS
- TASK- CENTERED LESSONS
- HANDS ON PRACTICE TO ENSURE KNOWLEDGE TRANSFER
- HANDS ON PRACTICE TO ENSURE KNOWLEDGE TRANSFER
- INTERNET TRAINING TO ENSURE KNOWLEDGE TRANSFER
- TOLL FREE NUMBER TO GET HELP ANY TIME DURING OFFICE HOURS
- SUPPLEMENTAL TRAINING MATERIALS (CD LESSONS, TEXTBOOKS, AND WORKBOOKS) TO REINFORCE

COURSE NAME	Hours
Customized Computer Training (Hourly basis)	CUSTOMIZE YOUR OWN MINIMUM 3
Setup and Computer Use Training/ Basic Computer Concepts	4
Basic Internet training, Introduction to Internet, its use and applications	6 / 27
Windows Concepts (I & II)	9 / 18
Computer Concepts, PC or Apple Computer USE- Basic (customized)	9 / 15
PC or Apple Computer Use -- Intermediate	36
Computer Concepts, PC or Apple Computer Use -- Advanced	15
PC or Apple Computer Use -- Basic, Intermediate and Beyond	108
MS Office; Word, Excel, PowerPoint, (Basics, Intermediate, Advanced)	36 / 36 / 30
Microsoft Office Hands on Workshop	40
Voice Activated System (Dragon Naturally Speaking), Basics	16
Practical Application of Dragon/Voice Activation	36
Software Support and Technical Guidance Plan	3 / 5 / 12
Getting the Most of Your Computers by Connecting Various External and Internal Devices (I and II)	8 / 30
Job Search (Marketing Yourself for Employment)	42
Job Placement Assistance	36

GSA Contract Holder
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Books and Training Material Provided