

Course Series: Management
Course Number: M-200
Course Title: Basic PC Workshop

Prerequisites:

None

Length: 4 Hours

Course Objectives:

Basic P.C. Workshop provides basic computer and windows skills. The course is a pre-training preparation, focusing on windows operation system, designed to give users a working knowledge of the computer before formal software training begins.

This course is perfect for users with little or no computer experience. Students receive focused training within small class sizes to build confidence and feel comfortable with using the computer throughout daily functions.

Topics Covered:

- Logging onto the network
- Computer keyboard layout
- Starting the computer
- Parts of the Windows screen
- Accessing buttons
- Re-booting
- Navigating
- Using a mouse
- Starting an application
- Exiting Windows
- Introduction with Rf/barcode equipment
- Shutting down the computer

Associated Courses:
M-201 through M-207

Costs:

Per Student: \$200

Block (1-4) students: \$400

Additional Students: \$100