Module 6 Computer Basics

Classes held at 1790 Shattuck Ave. Berkeley, CA 94709

$900.00/course plus $50 for booklet,

materials and Certificate of Completion

First Week

1st class – Computer basics…what is a computer? components of a computer, computer network basics, computer software, What is an operating system? Different types of computers
2nd class – Setting up a laptop or desktop, getting started with Windows 10, local and cloud-based storage

Second Week

3rd class – Personalizing Windows 10, peripheral devices, home network, browsing the web with Microsoft Edge and Google Chrome, keyboarding
4th class –Email basics: sending and receiving emails, introduction to Microsoft Office, Microsoft Word basics, and Microsoft OneDrive

Third Week

5th class – Microsoft Word basics and Introduction to Microsoft Excel basics (inputting)
6th class – Microsoft Word basics, Microsoft Excel basics (inputting), and introduction to Microsoft PowerPoint basics

Fourth Week

7th class – Introduction to Internet safety and computer attacks, ways to communicate online, introduction to searching online, social media, and how to correctly use information
8th class – Labor Market trends, job search skills, and award of certificate of completion

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