EXPRESS GRANT PROGRAM
For SMALL BUSINESS

Free to Qualified Agencies
Incumbent Worker Training

COMPUTER BASICS

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Computer Basics: (General Computer Operations)

Group Rate: $900	Per Person Rate: $250 (Min. of 4 attendees)
Course Number: TBD	Course Number: TBD
This six-hour course can be done over 1, 2, or 3 days	

No Prerequisite:

Course Objective:

Computer Basics (Office 365 Environment) Computer Basics is a short course designed to give those with limited, or no experience, exposure to computer basics. Topics covers include a desktop overview (start page, apps overview, access docs, start menu, and mouse settings). Topics also include covering key pass (password storage), basics internet access and browsers, sharing screens, one note, handy tools in windows. The course covers hardware basics of the computer (shutdown, restore, etc.)

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