

# **Personal Computer Specialist**

**400 Hours / 12 Weeks**

## **Program Objectives:**

This program of study introduces the student to the Personal Computer and its applications in the workplace. Through lecture and appropriate Lab Training, the program will provide the student with the technical, manual and manipulative skills and knowledge to be employed as an entry level Personal Computer Specialist. Courses include: Windows, and the latest Microsoft Applications. The main focus of this program is to prepare the student for any office support position that emphasizes the personal computer skills.

## **Courses:**

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| <b>Introduction to the Personal Computer</b> |
| <b>PC Fundamentals</b>                       |
| <b>Windows</b>                               |
| <b>Microsoft Word</b>                        |
| <b>Microsoft Excel</b>                       |
| <b>Microsoft Access</b>                      |
| <b>Microsoft PowerPoint</b>                  |
| <b>Microsoft Publisher</b>                   |
| <b>Internet Explorer</b>                     |
| <b>Career Development</b>                    |