

# Personal Computer Service Technician

607.5 Hours / 18 Weeks

## Program Objectives:

This program of study is designed to prepare the student for employment in areas such as Personal Computer Repair and Support , Help Desk, and LAN Administration. 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 Service Technician in the broad field of Personal Computer Repairs and Networking.

This program provides knowledge of technical Personal architecture operation, basic troubleshooting skills, repair techniques and procedures. The Instructor encourages effective use of available reference sources for problem diagnosis, resolution and enabling clear and professional communication skills.

Courses include Personal Computer Configuration, Basic Repair and Troubleshooting Techniques, DOS, Windows XP Professional and the latest Microsoft Applications. The main focus of this program is to prepare the student for any Repair or Technical Support position that emphasizes the personal computer and networking skills.

## Courses:

<b>Personal Computer Configuration</b>
<b>Advanced Personal Computer Configuration and Troubleshooting</b>
<b>Comptia A+ Core Prep</b>
<b>Comptia A+ OS Prep</b>
<b>Networking Essentials</b>
<b>Windows Server</b>
<b>Windows Workstation</b>
<b>DOS</b>
<b>Microsoft Windows XP Professional</b>
<b>Microsoft Word</b>
<b>Microsoft Excel</b>
<b>Microsoft Access</b>
<b>Microsoft PowerPoint</b>
<b>Internet Explorer</b>
<b>Test Prep</b>
<b>Career Development</b>
<b>Resume Preparation</b>
<b>Interviewing Techniques</b>