



Intro To Computer Basics - Level I

Course Schedule

Week (s)	Topic (s)
Week 1	<ul style="list-style-type: none">• Accessing Windows 10• Know PC• Using Windows• Universal Apps
Week 2	<ul style="list-style-type: none">• Working with File Folders• Using Cortana Edge
Week 3	<ul style="list-style-type: none">• Customizing Win 10• Installing & Removing Devices
Week 4	<ul style="list-style-type: none">• Putting it all together

Note:

- This is typically a non-graded class. If you require a grade, request that at the first class.
- This is an introduction class; prior knowledge of computers is not expected.
- Some of the Practice Activities cannot be done in class but can be done at home or the office. An example is “Setting up a printer”. These will be noted during the chapter they are specified in.
- Questions about prior class topics may be addressed at the end of class to allow the current topics to be covered first.
- Practice Activities – These are exercises that walk you through doing the concepts taught in class. These activities may be pushed to the end of class or assigned as homework.

Subject to Change

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