

COMPUTER BASICS (860)

860-700. Computer Literacy. (1 Credit)

This open lab format course is tutorial based with instructor support, centered on the individual students needs. The self-paced design is perfect for learning the basics of computer use (use of mouse, e-mail, the Internet, Windows), as well as upgrading and/or maintaining existing skills in Microsoft Office products and keyboarding. Students choose the times and days to learn. Students may register and start any time during the semester. Walk-ins are welcome.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=860&num=700>)

860-740. Computer Basics. (1 Credit)

This course is an introduction to basic computer concepts. Students will begin by exploring the desktop microcomputer. They will gain experience with the components of computer hardware, including mouse, keyboard and printer. Hardware concepts will be reinforced while students learn how to use the Windows operating system as well as WordPerfect word processing and New Print Shop graphics applications software. Students will then learn how to use the microcomputer to access the Internet. Through searching and surfing activities, students will learn the terminology and concepts needed to find information on web sites. Students will also use the Internet for electronic communication via web-based email.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=860&num=740>)