

Department of Clinical Education presents
Basic Computer Skills

Course Description

The Basic Computer Skills class teaches essential computer knowledge and skills required in today's world.

This class is for beginners who have very limited or no experience using a computer.

Course Objectives

Upon successful completion of the course, the participants should be able to:

- Understand basic computer hardware components.
- Understand the definition of software.
- Use the "mouse" and the "menu" in the Windows environment.
- Navigation of the computer desktop and various screens.
- Create Files and Folders in Windows
- Understand the difference between the Internet and Intranet.
- Review the CareNet site.

Prerequisites

No prerequisites are required for this class.

Instructor

Phyllis Sharum, Computer Training Educator

Times & Dates

- Jan 18, 2010; 8-10am
- Feb 15, 2010; 8-10am
- March 15, 2010; 1-3pm

Location

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

Fees & Requirements

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

Please FAX or deliver you Registration Form for Basic Computer Skills 1/18 2/15 3/15

Name: _____

License #: _____

Address: _____

Organization: _____

City/State/Zip: _____

Position/Unit: _____

Home Phone: _____

Work Phone: _____