KARM Staff Computer Training Syllabus

Dates & Time:
January 9, 16, 23, & 30 from 8:30-10:15 AM
January 10, 17, 24, & 31 from 3:30-5:15 PM

Location: 1st floor computer lab

Instructor:
Marc Gamble
mgamble@karm.org
Office – 865-633-7632
Cell – 865-368-9521

Attendance: Attendance is expected to receive full credit for the training hours. If you must miss a session, you may be able to attend the alternate class at a different time.

Objectives:
Upon completion of this training, staff should be able to:
- Describe the relationship between computer hardware and software.
- Identify the parts of a typical microcomputer system.
- List the peripheral devices that are typically found on microcomputer systems.
- Start, configure, and shut down a Windows-based PC.
- Perform basic file management tasks, including finding, moving, copying, deleting computer files.
- Create, format, and finalize a Word document.
- Manipulate an Excel spreadsheet.
- Create, reply to, and forward e-mail messages, send e-mail attachments, and troubleshoot common e-mail problems.
- Discuss and define threats to computers, including environmental hazards, physical damage, and viruses.
- Troubleshoot some basic computer problems.

Session I (1.5 hours)
- Hardware & software
- Logging-in
- Windows operating system

Session II (1.5 hours)
- File management
- Microsoft Word

Session III (1.5 hours)
- Brief intro to Excel
- Web-based Email

Session IV (1.5 hours)
- Threats to computers
- Troubleshooting