

**Program Title:**           **College Technology Prep**

**Duration:**                   240 Hours

**Educational Credential:**     Certificate of Completion

### **Training Overview**

ProTRAIN will deliver online College Preparation computer skills training to assist the client in obtaining the needed skills to be successful in their community college program. The training is intended to be a supplemental program.

Training will be broken up into online sessions covering computer basics, college preparation and keyboarding. ProTRAIN will also support the client's community college learning objectives via course facilitation, technology assistance, etc.

**Total Program Costs: \$4,776**

### **Course Topics:**

- **Computer Basics 101** – Instruction includes the basics of current operating systems, working with files and folders, applications, keyboarding, and common and advanced customization tasks. Familiarization with Canvas will also be a major focus during this part of the training.
- **Microsoft Windows** – This course is designed students who need to development knowledge in operating systems and file management skills. Learners will explore its interface, identify the different components in the interface, customize the Windows desktop, manage files and folders, use the common tools and programs available and browse the Internet.
- **Microsoft Word – Beginning** - This course is intended for individuals who want to gain basic knowledge of working in Word.
- **Community College Support / Assistance** – ProTRAIN will be supporting the client via course facilitation, technology assistance, navigating the student portal, etc. during the client's time at community college.