

The best
preparation
for tomorrow
is doing your
best today.

- H. Jackson Brown, Jr.



The William T. McFatter Technical College and Technical High School has a vision to change the lives of people from all backgrounds through innovative education.

In working to achieve this vision, it is our mission to promote excellence in academic, career, and technical studies in order to prepare students to enter and remain competitive in a global workforce.

McFatter Technical College
6500 Nova Drive
Davie, FL 33317

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of Broward County, Florida

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Introduction to Computers



*Are you ready to gain
the basic computer skills
you've desired?*

*Ready to enter a
business program and
need a computer
technology foundation?*

*If so, this
is the class for you!!*



Purpose

The purpose is to enable students to develop knowledge of the functions, capabilities, applications, and social implications of computer technology. Specific content to be covered should include, but not be limited to:

- Processing data and accessing resources with computers.
- The functions of computer hardware and software and peripheral devices.
- Activities to show proficiency in operating a computer for various educational purposes.
- Comprehension and synthesis of content, processes, and experiences from a variety of resources.

What you can get out of this class:

Erase your fear of using a computer. You'll be creating documents, emailing, and using the Internet before you know it! Topics covered will be Microsoft's Windows, Word, Excel, Internet Explorer, and the basics of Keyboarding. This is a beginning computer class for those who are new using a computer and need to start with the basics. Hands-on use of Windows will be taught.

- Processing data and accessing resources with computer hardware.
- The functions of computer hardware, software and peripheral devices
- Keyboarding skills
- Word Processing
- Activities for demonstrating proficiency with spreadsheets
- Research using telecommunications and the internet

About the Class

This is an eight week program to introduce to computer concepts and program to help you prepare and become more successful and computer literate.

Key Clients

You might be interested in taking this course if you:

- Are interested in enrolling in a business or technology program
- Want to improve your computer keyboarding computer skills
- Wish to learn the basics of Microsoft Office (Word, Excel and PowerPoint)

Number of Sessions: 8
Time: 5:00 pm - 8:00 pm
Days: Thursdays
Price: \$103

Dates:

August 15, 2019 - October 3, 2019
October 17, 2019 - December 12, 2019
January 9, 2020 - February 27, 2020
March 5, 2020 - April 30, 2020
May 7, 2020 - June 25, 2020

Contact Us

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