

Adult Learning & Workforce Development



Introduction to Windows XP

Course length: 12 hours

Course Description: There are so many tasks you can accomplish with a computer, from writing a letter to accessing the Internet. Windows XP provides you with a variety of tools to assist you in accomplishing those tasks. In this course, you will use some of those tools. You will create a document, organize files, create an efficient work environment, work with media, clean up your system, and find information on the Internet.

Target Student: The target student for this course is a user who has worked with basic computer concepts.

Fees: There are no fees associated with this course.

Prerequisites: Completion of Introduction to Personal Computers or equivalent knowledge.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Courseware: Element K