

## **PRINCE OF PEACE CHURCH – FREE COMPUTER CLASS CIRCULLUM**

14514 20<sup>TH</sup> Ave NE, Shoreline, WA 98155

(206)–363–8100, [staff@pop-luthchurch.com](mailto:staff@pop-luthchurch.com)

### **1.0 Introduction to Computer, Software, Hardware, Trouble-Shooting and Buying Computers**

Duration 4 hours

Prerequisite None

Limit 2 to 3 persons per computer

Place Computer Lab at Church – 14514, 20<sup>th</sup> Ave NE, Shoreline, WA 98155

Course Basic terminology, concepts, and general skills essentials as a foundation for any computer and software operations. Learn how to work with mouse and use a computer for very simple tasks. This plus more like day-to-day trouble shooting, how to buy computers. Offers lots of hands-on experience and knowledge sharing advise based on experience.

### **2.0 Introduction to Operating Systems – MS-Windows 98**

Duration 4 hours

Prerequisite Introduction to Computers, Software, Hardware

Limit 2 to 3 persons per computer

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Course Organize the computer desktop and use functions in the control panel and accessories. Learn to work with files on hard or floppy disks to copy, rename or delete files and folders. This plus more. Offers lots of hands-on experience.

### **3.0 Introduction to Internet, World Wide Web(WWW) and EMail**

Duration 4 hours

Prerequisite Introduction to Computers, Software, Hardware & operating system MS-Window 98

Limit 2 to 3 persons per computer

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Course Learn the jargon and techniques of the Internet, learn how to access the World Wide Web (WWW), making a connection to the Internet, browser operation, and simple searches. Also learn to setup an email account, send, and receive mail with attachments, organize mail folders, mailing lists, plus more. Offers lots of hands-on experience.

### **4.0 Introduction to Word Processing and Spreadsheet**

Duration 4 hours

Prerequisite Introduction to Computers, Software, Hardware & operating system MS-Window 95/98

Limit 2 to 3 persons per computer

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Course This class includes instruction on how to create simple word processing documents, such as letters and memos. Find out how to cut and paste, bold, underline, save, and print document. Creating forms, tables, using headers and footers, address book, and mailing labels. Spreadsheet to help you organize and sort items such as medical records, address lists, bills etc.



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