

COURSE NAME	DESCRIPTION	My Notes
Introduction to PCs (PC-01)	Windows; Screen Elements (desktop); Taskbar; Working With Windows; Dialogue Boxes; Help	
PCs OH&S (PC-02)	Occupational Health And Safety	
PCs File Management 1 (PC-03)	File Management Introduction	
PCs File Management 2 (PC-04)	File Management Advanced	
PCs Internet Tools (PC-05)	Internet Tools; Internet Explorer; Firefox; Chrome/Safari	
PCs Hardware 1 (PC-06)	Hardware and Software; Using the Mouse; Shutting Down; PC Maintenance and Security	
PCs Applications Word (PC-07)	Introduction to Word Processing and Microsoft Word	
PCs Applications Excel (PC-08)	Introduction to Spreadsheets and Microsoft Excel	
PCs Applications E-mail (PC-09)	(including E-mail Basics)	
PCs Applications PowerPoint (PC-10)	Introduction to Presentation Graphics and Microsoft PowerPoint	
PCs Applications Access (PC-11)	Introduction to Databases and Microsoft Access	
PCs Applications Publisher (PC-12)	Introduction to Desktop Publishing and Microsoft Publisher	
PCs Troubleshooting and Help (PC-13)	Using Help and Troubleshooting Tips and Hints	