

CT 141 – Bilingual Beginner – English/Spanish

Course Description

Using step-by-step instructions, this seven-session course introduces the basics of using a computer in both English and Spanish. This course is designed for students who have never used a computer before, or who have limited or some experience with computers. The primary goal of this course is to provide students the basic skills they need to be comfortable using a computer.

Prerequisite Skills

- Some English and Spanish speaking and reading skills

Learning Objectives

Computer Fundamentals

- Identify the parts of a computer
- Setup the Computer
- Turn on/off the computer and confirm proper set up and shut down

Use the mouse and keyboard

- Learn how to use the mouse
- Learn the keyboard and practice typing

Windows

- Difference between an operating system and application
- Identify parts of the Desktop
- Window resizing
- Where saved files are located
- Using Cortana to find something on the computer
- Windows updates
- Antivirus software to protect your computer

Internet

- What is an Internet Service Provider (ISP) and how can I get one for low cost?
- What hardware and software is needed to connect to the internet?
- Browsers – Edge, Internet Explorer, Chrome and Firefox
- How to navigate on the internet - click on links, forward and back, new tab
- Search engines – Google, Bing, Yahoo
- Internet safety and passwords

Practice using Windows and Internet

- Create (save) a file in Word and find it
- Create and save files in a folder
- Use the internet to find a job and research a company
- Practice filing out a job application

Email

- Create an account and learn email safety

Final Review Exercise – Put it all together by practicing real world skills

Length:

7 weekly classes of 90 minutes each