

“Build Me Keep Me” 48-Hour Computer Workshop

The Certified Business Professional (CBP) is an internationally recognized industry credential that validates and develops the participant. Achieving CBP certification gives students the marketable skills necessary to set them apart in the competitive job market.

The Computer Specialist position is currently on the “Hoosier Hot 50” top jobs list, and skills required for this entry-level IT field occupation are stepping stones to the current top 3 occupations on the “Hoosier Hot 50” jobs list: Computer Software Engineers, Network Systems and Data Communications Analysts, and Computer Systems Analysts.

The class schedule can be tailored to meet your organization’s needs.

Cost:

- \$2400 per student for the laptop computer class
 - \$2000 per student for the desktop computer class
- 6-12 students required per class

In the last decade, computers have become an integral part of everyday life at home, work, school and nearly everywhere else. Of course, almost every computer-user encounters an occasional problem, whether it is the annoyance of a forgotten password or the disaster of a crashing hard drive. The explosion of computer usage has created a demand for specialists to provide user advice, as well as the day-to-day administration, maintenance and support of computer systems and networks.

This workshop series is designed to provide the Youth with basic computer support skills, including workshops in building a computer and the installation and troubleshooting of operating systems and utilities. Upon successful completion of post training assessment, the Youth will receive the International Business Training Association (IBTA) Certification as a Certified Business Professional in Computer Technology Specialist (CBP). Students will also receive training in leadership competencies, which are valuable skills to many occupations.

This certification establishes a foundational-level, industry-neutral certification that validates each recipient’s computer support skills. Each student will receive a new laptop or desktop computer, depending on the program purchased, upon successful completion of the course. Further training in A+ Computer Service principles could qualify the participant for entry level employment as a Computer Support Specialist.

Students will receive:

- Introduction to Personal Computers workbook
- Computer Support Specialist Workbook
- Customer Service Workbook
- Windows XP Basic workbook
- Understanding Leadership Competencies workbook
- Classroom Instruction
- Laptop or Desktop Computer
- Hardware Workshop – Build Computer and install Operating System and Utilities
- Software Photo Editor, Budget Express, Open Office, Typing Instructor, Vista Instructor, Family Tree and miscellaneous games
- IBTA Certification as a Certified Business Professional in Computer Technology.

Upon successful completion of the course, the student will earn the Computer Support Specialist Certificate through the Certified Business Professional program.

These workshops are primarily hands on courses working with Microsoft Windows XP, Open Office and customer service role play. Curriculum will be arranged in the schedule to promote participation and successful completion.

“Build Me Keep Me” 48-Hour Computer Workshop Curriculum Schedule

Module 1

- Introductions
- Computer Technology Specialist Workbook
 - Introduction to Personal Computers
 - PC Architecture & Components
- Build a Computer

Module 2

- Computer Technology Specialist Workbook
 - Computer Storage Systems
 - Input/Output Devices
- Install Operating System
- Distribute Laptops and install virus and spy ware.

Module 3

- Computer Technology Specialist Workbook
 - Computer Software
 - Networking Essentials
- Load application software
- Typing Lab

Module 4

- Computer Technology Specialist Workbook
 - Internet Technology & Concepts
 - Electronic Commerce
- Windows XP Workbook
 - Getting started with Windows XP
 - Getting help
 - Working with My Computer
 - Working with files
 - Working with WordPad and Paint

Module 5

- Computer Technology Specialist Workbook
 - Computer Security Measures
 - Computer Health & Safety Considerations
 - Intellectual Property Rights
- Windows XP Workbook
 - Customizing your workstation
 - Using Internet Explorer
- Computer Troubleshooting

Module 6

- Leadership Competencies

Module 7

- Test Prep
- Certification Test
- Class Evaluation
- Pass out certificate of completion