

# Detailed Description of the IT Prep Course Outline

	Module Title	Foundation Components Proficiency Level	Technical Components Proficiency Level	Hours
1	Everything You Always Wanted to Know about Computers But Were Afraid to Ask - Part 1	Self Learning Teamwork Workplace Skills	PC Principles and Operations Windows Software Applications	20
2	Developing the Company Newsletter	Teamwork Task Management Documentation & Business Communication	Word Processing	20
3	In Search of Market Competition	Research Analysis	Internet	10
4	Reach Out and Touch	Documentation & Business Communication Facilitation/Customer Service	E-mail	10
5	Creating Budgets, Budgets, and More Budgets	Analysis Task Management	Spreadsheet	10
6	Developing Databases	Teamwork Project Management Facilitation/Customer Service	Database	20
7	Developing and Distributing an Annual Report	Teamwork Workplace Skills Research Analysis Project Management Documentation & Business Communication	Word Processing Spreadsheet Database	20
8	Preparing an Effective Presentation	Organization/Delivery of Presentations Documentation & Business Communication	Presentation Software	10
9	Taking Another Look	Teamwork Self Learning	Computer Trends in Business and Society	10
10	Creating a Logo	Analysis Design/Development Self Learning	Graphics Software	10
11	Your Company Embraces On-Line Commerce	Facilitation/Customer Service Design/Development Analysis Project Management Teamwork	Internet E-mail Graphics Software	20
12	Preparing for the Board of Directors Meeting	Teamwork Project Management Documentation & Business Communication Design/Development Organization/Delivery of Presentations	Presentation Software Graphics Software	30
13	How to Succeed at Multi-tasking without Really Trying	Problem Solving/Troubleshooting Self Learning	PC Principles and Operations Windows	10
14	Everything You Always Wanted to Know about Computers But Were Afraid to Ask - Part 2	Problem Solving/Troubleshooting Workplace Skills	Hardware Installation/Configuration	20

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15	Upgrading Your Company's Equipment, Part 1	Research Analysis Teamwork Task Management Documentation & Business Communication	Computer Trends in Business and Society PC Principles and Operations Windows	10
16	Let's Get Together - Getting Our Company Connected	Design/Development Testing/Validation Project Management Workplace Skills	Networking Technologies	30
17	Customizing Your Office "Windows"	Self Learning Teamwork Problem Solving/Troubleshooting Testing/Validation	Windows	10
18	You Asked For It; You Got It; Now, Figure Out How To Make It Work!	Problem Solving/Troubleshooting Teamwork	Software Installation/Configuration	10
19	Designing and Developing New Programs for IRCO	Design/Development Testing/Validation Project Management Workplace Skills	Programming	20
20	Upgrading Your Company's Equipment, Part 2	Research Analysis Teamwork Workplace Skills Problem Solving/Troubleshooting Testing/Validation	Software Installation/Configuration Hardware Installation/Configuration Networking Technologies	20
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