

# Computers for Beginners

If you are new to Windows 10, or to computers altogether, you are starting at the right place. This course covers the “bare-bones” basics and keeps everything as simple as possible. You’ll be able to follow along no matter what your previous computer experience.

**PREREQUISITES:** You can successfully complete this training guide without any prior software knowledge or computer experience.

## **DELIVERY METHOD:**

Instructor led, group-paced, classroom-delivery learning model with structured hands on activities.

## **OBJECTIVES:**

- The Fundamentals - start and shut down your computer and use the mouse and keyboard.
- Working with a Window -- sizing, moving, and switching between.
- Working with a Program – opening, using commands and saving a file.
- Working with Word -- entering and editing text, selecting and replacing text, cutting, copying, and pasting text, previewing and printing a document, and using help.
- Working with Folders and Files – opening drives, folders, and files, use File Explorer to create, rename, delete, and restore folders and files, copying and moving folders and files, sorting and filtering items, and use Search.
- Working with the Menu and Desktop – customizing.
- Personalizing Windows –changing color-themes, adjust the Background and sound.
- Connecting to the Internet – surfing the net and finding sites.
- Using an email program to send and receive emails.

**Students must have an email account with Yahoo prior to the first class.**

<b>Course No.:</b>	25024
<b>Dates:</b>	February 26 - April 9, 2018
<b>(College Closed - Spring Break - March 19, 2018)</b>	
<b>Time:</b>	12:00 - 2:00 p.m.
<b>Days:</b>	Mondays
<b>Hours:</b>	12 (6 sessions)
<b>Location:</b>	Leesburg - Bldg. M, Room 110
<b>Instructor:</b>	Chuck Durante
<b>Fee:</b>	\$155
<b>Registration Deadline:</b>	<i>February 21, 2018</i>



Lake Sumter  
State College

## **CONTINUING EDUCATION**

9501 US Hwy 441 • Leesburg, FL 34788 • (352) 365-3556

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# Lake Sumter State College

## Continuing Education

### Non-Credit Registration Form

Leesburg Campus (352) 365-3556  
South Lake Campus (352) 243-5722  
Sumter Campus (352) 568-0001

**Make Check Payable to: LSSC**

**Mail to:** Lake-Sumter State College  
9501 U.S. Highway 441  
Leesburg, FL 34788-8751  
Attn: Continuing Education

**For Credit Card or Debit Card Payment**

**Fax to:** (352) 435-5044 (See below)

**Please  
Print  
Clearly**

STUDENT ASSIGNED (X ID) NUMBER \_\_\_\_\_

LAST NAME FIRST NAME MIDDLE/INITIAL \_\_\_\_\_

LOCAL MAILING ADDRESS \_\_\_\_\_

CITY STATE \_\_\_\_\_

HOME PHONE WORK PHONE CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PROFESSIONAL LICENSE NUMBER (IF APPLICABLE) \_\_\_\_\_

\*SOCIAL SECURITY NUMBER \_\_\_\_\_

M  F  \*BIRTH DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*\* See Notification of SSN Collection & Usage Statement (Attached)*

**CHECK ONE ETHNICITY:**  Hispanic  Latino

**CHOOSE ONE OR MORE RACE:**

- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Pacific Islander
- Black
- White

**Please  
Complete  
Term/Year,  
CRN,  
Course Title,  
Start Date,  
and Fees**

TERM/YEAR	CRN	COURSE TITLES	START DATE	FEES
201825	25024	Computers for Beginners	2/26/2018	\$ 155

**Registered By:**

**TOTAL FEES**

LSSC IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

**If paying by credit card, you may fax payment information to (352) 435-5044 or mail (See Above)**

NAME \_\_\_\_\_

BILLING MAILING ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

VISA  MASTERCARD  DISCOVER  AMERICAN EXPRESS

ACCOUNT NUMBER \_\_\_\_\_ EXP. DATE \_\_\_\_\_

STUDENT ASSIGNED (X ID) NUMBER \_\_\_\_\_

STUDENT PHONE \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

AMOUNT

SUBMITTED IN PERSON  SUBMITTED BY EMAIL

SUBMITTED BY FAX  SUBMITTED BY PHONE

**Office Use Only: Receipt No.** \_\_\_\_\_

**Receipt Date:** \_\_\_\_\_

**Paid by:** \_\_\_\_\_

**Cashier Initials:** \_\_\_\_\_

# **Continuing Education Lake-Sumter State College Notification of Social Security Number Collection and Usage**

In compliance with Florida Statute 119.071(5), The Business Resources Center (BRC) at Lake-Sumter State College (LSCC) issues this notification regarding the purpose of the collection and usage of your Social Security Number (SSN).

The Business Resources Center at Lake-Sumter State College collects and uses your SSN in order to perform the College's duties and responsibilities. To protect your identity, the BRC will secure your SSN from unauthorized access and shall not release your SSN to unauthorized parties. Each student of the Business Resources Center will be issued a unique student identification number (X ID). Your unique X ID is used for all educational purposes of the BRC including registration and access to your college records.

Federal Legislation relating to the Hope Tax Credit (Title 26, Internal Revenue Code) requires that all postsecondary institutions report student SSN's to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for community colleges to collect the SSN of every student. A student may refuse to disclose his/her SSN to the College, but refusing to comply with the federal requirement may result in fines established by the Internal Revenue Service.

In addition to the federal reporting requirements, the public school system in Florida uses SSN's as a student identifier (Section 229.559, Florida Statutes-new school code section 1008.386). In a seamless K-20 system, it is beneficial for post-secondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Continuing Workforce Education (PSAV) Registration Forms, Continuing Education Registration Forms, and Customized Training Registration Forms will request the student's SSN. All SSN's are protected by federal regulations and are never released to unauthorized parties.

When the BRC participates in any Workforce Programs, funded through the Agency for Workforce Innovation (AWI), the BRC will use your SSN as an identifier for program enrollment and completion. Also, the SSN is used for entering placement information into either the OSMIS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based programs, AWI requires that all participants and their program related activities be recorded in the Florida state system. (Section 1008.39 Florida Statutes).