**Computer Literacy Basics**

"Computer Literacy Basics" is the title of a book that teaches computer fundamentals. The text mentions the concepts taught will be copy/paste, creating Microsoft Word 2013, and using other Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook. The text also mentions that the cost of the computer literacy course is $20.

**Cost:**

- $20

**Computer Literacy Basics (22 hours)**

The computer literacy course is divided into 22 hours of instruction. The course content includes basic computer skills, word processing, spreadsheet use, and internet navigation. The course aims to provide students with the necessary computer literacy skills to succeed in their daily lives and careers.

**Online Computer Requirements**

- Microsoft Windows Vista or above is needed.
- Firefox, Safari, or Google Chrome are recommended
- Adobe Acrobat Reader

**Testing Format**

- Computerized proctoring
- Classroom

**Testing Days and Times**

- Monday through Thursday, 8am-5pm
- Friday, 8am-1pm

**Course Title:**

- Computer Literacy Basics

**Course Code:**

- CCR 440

**Course Length:**

- 24 hours

**Course Description:**

This course is designed to teach students basic computer literacy skills. It includes topics such as typing, using Microsoft Office applications, and navigating the internet. The course is intended for both beginners and those looking to refresh their computer skills.

**Instructor:**

- Scott Castiglione

**Course Fee:**

- $20

**Course Website:**

- http://pearsonvue.com/pvtech/exams

**Customer Service:**

- 1-800-967-8378

**Contact Information:**

- laketech@laketech.org

**Registration Information:**

- Students interested in registering for the computer literacy course can visit the website provided or call the contact number listed. Registration deadlines and fees may vary, so it's important to contact the school directly for more information.

**Additional Information:**

- The course is open to anyone interested in improving their computer skills. It's a great opportunity to gain essential computer literacy skills for both personal and professional purposes.

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**Lake Tech Financial Aid:**

- Financial aid is available for eligible students. To apply, students should visit the financial aid office or website for more information.

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**Lake Tech College**

- www.laketech.org

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**Contact:**

- Lake Tech College

**Location:**

- 8901 S US Highway 19 North, Eustis, FL 32736

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**Director:**

- Kathy P Mascotte

**Assistant Director:**

- Fred Kephart

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**Lakeshore Technical College**

- www.laketech.org
Fall Term Begins August 24 - Apply Now!

### Course Programs

#### CAREER TRAINING (tuition based on $2.88 per hour)

- **CAREER TRAINING**
  - **Accounting Operations** – Create a professional portfolio showcasing completed digital works using cool fonts, special effects, and dynamic imagery
  - **Automotive Service Technician**
    - Diesel (technician utilizes air-conditioning, refrigeration & heating technology) 1 & 2
    - Automotive Service Technician 1 & 2
  - **Business Management & Administration**
    - Accounting Operations
    - Commercial Foods & Culinary Arts – 1200
    - Commercial Foods & Culinary Arts – 1500
    - Commercial Foods & Culinary Arts – 1800
  - **Construction**
    - Commercial Construction Management
    - Commercial Construction Management – 100
  - **Design**
    - Architectural Design
    - Commercial Design – 1200
    - Commercial Design – 1500
    - Commercial Design – 1800
    - Commercial Design – 2100
    - Commercial Design – 2400
  - **Hospitality & Tourism**
    - Air-Conditioning, Refrigeration & Heating Technology 1 & 2
    - Commercial Construction Management
    - Commercial Design – 1200
    - Commercial Design – 1500
    - Commercial Design – 1800
    - Commercial Design – 2100
    - Commercial Design – 2400
  - **Information Technology**
    - Express
    - Telecommunications & Technology – 1050
    - Telecommunications & Technology – 1500
    - Telecommunications & Technology – 1800
  - **Law**
    - Criminal Law Enforcement Officer (minimum 180)
    - Criminal Law Enforcement Officer (minimum 180)
  - **Management**
    - Hotel Management
    - Hospitality Management
    - Management (min 105)
    - Management (min 105)
  - **Medical**
    - Commercial Construction Management
    - Commercial Design – 1200
    - Commercial Design – 1500
    - Commercial Design – 1800
    - Commercial Design – 2100
    - Commercial Design – 2400
  - **Pharmacy**
    - Pharmacy Technician
  - **Transportation, Distribution, & Logistics**
    - Commercial Construction Management
    - Commercial Design – 1200
    - Commercial Design – 1500
    - Commercial Design – 1800
    - Commercial Design – 2100
    - Commercial Design – 2400

#### INSTITUTIONAL SERVICES

- **CAREER TRAINING**
  - **Accounting Operations**
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### Registration Information

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- **Automotive Service Technician**
- **Business Management & Administration**
- **Construction**
- **Design**
- **Hospitality & Tourism**
- **Information Technology**
- **Law**
- **Management**
- **Medical**
- **Pharmacy**
- **Transportation, Distribution, & Logistics**

#### Contact Information

- **Lake Tech Lake City Campus**: 2203 15th Street, Lake City, FL 32050
- **Lake Tech Ocala Campus**: 2000 SW 42nd Avenue, Ocala, FL 34474
- **Lake Tech Tavares Campus**: 3001 E. Tavares Avenue, Tavares, FL 32778
- **Lake Tech Leesburg Campus**: 400 Trade Center Drive, Leesburg, FL 34748
- **Lake Tech Dunnellon Campus**: 2001 SW 119 Street, Dunnellon, FL 34433

**Tel: 352.742.6466 Fax: 352.742.6466**

**http://www.lakecountycc.com**