ELIM OUTREACH TRAINING CENTER

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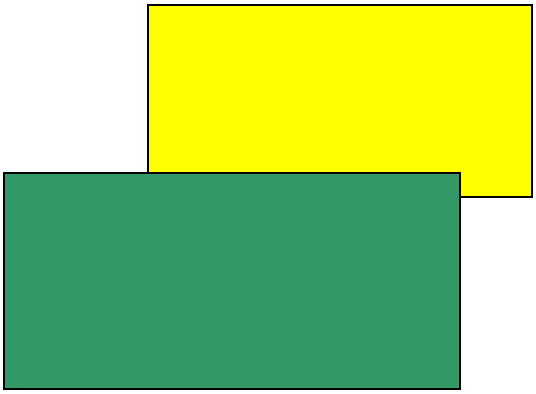

COMPUTER TECHNOLOGY

(for Healthcare)

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Revised 11/2026

STUDENT CATALOG/HANDBOOK

COMPUTER TECHNOLOGY PROGRAM



At the time of publications, all material enclosed herein is current, true, and correct and represents policies of ELIM Outreach Training Center, Inc. All curricula offered are for those who desires to enter into an Allied Healthcareer or those who are seeking a career change.

ELIM Outreach Training Center is not accredited by an accrediting body recognized by the U.S. Department of Education.

ELIM Outreach Training Center is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

ADMISSION REQUIREMENTS:

1. Placement exam
2. High school diploma or equivalent
3. Fine motor coordination (good manual dexterity and hand/eye coordination)
4. Must display flexibility, accept and integrate constructive criticism
5. 9th grade reading and math levels

A certificate of completion will be issued when the student completes:

1. 176 hours (theory and simulated laboratory)
2. Pass the course with an 80% or better
3. Participate in all simulated laboratory sessions.
4. His or her financial obligations are satisfied.

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COMPUTER TECHNOLOGY PROGRAM — SYLLABUS

Course Description:

The Computer Technology Program course will equip students with valuable skills needed to complete essential operations and programming tasks at an entry-level position. The course will cover computer terms, definitions, keyboarding, computer hardware, and more. Also, laboratory experience is an integral part of this program, providing vital hands-on practical experience.

The duration of the course is up to 20 weeks and up to 176 clock hours.

Class Structure: Lectures, Demonstrations, and Simulated Laboratories

Course Objectives:

Upon completion of this course, the graduate will be able to:

1. Understand the importance of computers
2. Define computers and computer systems
3. Classify different types of computer hardware
4. Use computer systems
5. Identify the system components
6. Describe the role of the central processing unit
7. Define computer memory
8. Describe how data is represented
9. Identify types of storage devices
10. Build a professional Website
11. Understand how the USB works
12. Identify Microsoft's current system
13. Identify Window's, and the Internet connection
14. Understand IC■
15. Understand how DVD's, CD's, and VCD's are created.
16. Upgrade and maintain a computer
17. Perform routine maintenance
18. Display readiness to challenge the National Exam.

COURSE DESCRIPTION

Living in computerized society knowledge of computer terminology is essential in paving the way to personal and professional advancement.

The Computer Technology Program course will equip students with valuable skills needed to complete essential operations and programming tasks on an entry level position. The course will cover computer terms, definitions, keyboarding, computer hardware and more. Also, laboratory experience is an integral part of this program, providing vital hands on practical experience.

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TUITION: COMPUTER TECHNOLOGY (FOR HEALTHCARE)

Students who are unable to pay the tuition in full, may enter into a financial installment plan with ELIM Outreach Training Center, Inc. All installment (payment) plans are strictly enforced and failure to make timely payments shall prevent a student from completing the course. Please refer to ELIM'S PAYMENT POLICY contained in this Student Catalog

*We offer evening class only.

Tuition/Registration	$ 2000.00
Book	$500.00
Lab Fee	$175.00
	$2675.00

OTHER

Uniform/Shoes	$55.00
National Exam Fee	$200.00

TOTAL COST $2930.00

Please see your contract regarding registration fee and amount due on the first day of class (book(s) will be issued with first payment.

Registration fee of $100.00 is due on registration. The first payment 600.00 is due on the first day of class $150.00 for weekly payment plans and $300.00 for bi-weekly payment plans. .

At the end of the course the student will be given the Labtop used during the course.

"Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of finance charges if applicable"

Method of Payment: Money Order or Cashier's Check. SORRY, WE DO NOT ACCEPT CASH OR PERSONAL CHECKS.

Supplies may be purchased from ELIM or you may purchase uniforms and other supplies at: Wal-Mart, Work N Gear, and Life Uniform. Please consult the yellow book for a location near you.

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Computer Technology Training Book List

	Textbook:	**Course(s):**
1.	Simplified Microsoft Office 2007 Author: Wiley Publishing Inc. Sherry Willard Kinkoph ISBN: 9780470069509 © 2008 Cost: $79.00	Office Basic Microsoft Office Access Microsoft Office Excel Microsoft Office Publisher Microsoft Office Power Point Microsoft Office Outlook Microsoft Office Word
2.	IC3 Certification Study Guide Author: Ron Gilster McGraw-Hill ISBN: 978-0-07-163811-1 © 2006 Cost: 66.95	Computing Fundamentals Key Applications Living On-Line
3.	Keyboarding ETC (17th Edition) Author: Cengage Learning ISBN: 9781439030820 © 2008 Pub: South-Western Cost: 86.25	Introduction to Computer Keyboarding Skills Advance Keyboarding
4.	Absolute Beginner's Guide to Basics (5th Edition) Author: Michael Miller ISBN: 0789734192 ©2007 Cost: 21.99	Upgrading and Maintaining Your Computer System Computer Basic ABC's Of Building a Computer System More Advance Look at Windows Introduction to the Internet Introduction to Networking Introduction to Web-Enabled Social Networking Living a Digital Lifestyle
5.	HTML 4 Dummies (3rd Edition) Author(s): Ed Title, Natanya Pitts & Chelesa Valentine Publisher: Wiley & Son ISBN: 07645-0723-0 ©2000	Introduction to HTML

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COMPUTER BASICS

TEXTBOOK(S):

Easy Computer Basics, Window 7 Edition
ISBN10: 0789742276
ISBN13: 9780789742278
Edition/copyright: 10
Publisher: Que
Year Published: 2010

Dictionary of Computer & Internet Terms
ISBN10: 0764134175
ISBN13: 9780764134173
EDITION/COPYRIGHT 9TH 06
PUBLISHER: BARRON'S EDUCATION
YEAR PUBLISHED: 2006

PREREQUISITES: NONE

DESCRIPTION: Computers are a key part of every profession and business today, making it more efficient and easy to conduct day-to-day business activities. At home, computers are redefining lifestyle from music, movies to games. Managing your finance, and using the Internet. Knowing how to use the mouse and keyboard is the first step toward exploring the word of computers. This course helps you learn how to use the mouse and keyboard.

Lesson 1: Introduction to Computers
Objectives:

Upon successful completion of course, students will be able to:

- **Describe the importance of computers in today's world**
- **Identify the main parts of a computer**
- **Identify the steps for starting a computer**
- **Identify the different group of keys on a keyboard**
- **Perform different tasks by using a mouse**

Lesson 2: Common Computer
Objectives:
Upon successful completion of course, students will be able to:

- **Identify the primary hardware components of a computer.**
- **Define what an operating system is and its role**
- **Define the term program**
- **Explain what is meant by data**
- **Define the term network and identify the benefits of networking**
- **Define the term Internet**

Lesson 3: Computer Performance and Features
Objectives:
Upon successful completion of course, students will be able to:

- **Identify and compare the features of different types of computers**
- **Explain the role of memory**
- **Explain the basics of computer performance and how it relates to productivity.**
- **Describe the different types of productivity programs and their uses**
- **Describe the uses of educational and entertainment programs**

Lesson 4: Computer Operating Systems
Objectives:
Upon successful completion of course, students will be able to:

- **Explain the common functions of an operating system**
- **Identify the different components of the Windows XP interface**
- **Work with the Window XP interface within programs**
- **Manage files and folders in Windows Explorer.**
- **Perform basic file operations**

Lesson 5: Career Opportunities
Objectives:
Upon successful completion of course, students will be able to:

- **Describe how computers have become a central part of everyday life**
- **Identify different career opportunities available for a person who is computer literate.**

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BASIC KEYBOARDING FOR THE MEDICAL OFFICE ASSISTANT

Textbook:

Basic Keyboarding fir the Medical Office Assistant with CD
ISBN10:1401811891
ISBN13: 9781401811891
EDITION/COPYRIGHT: 3RD 2004
PUBLISHER: DEIMAR LEARNING
YEAR PUBLISHED: 2004
AUTHOR: EDNA MOSS

Prerequisites: Be able to type at least 20 words per minute.

Description: This basic keyboarding book for medical assistants, medical secretaries and transcription that include medical terminology case histories, technical information and medical timed writings that are needed for any medical facility and all personnel.

Objectives:
Upon successful completion of course, students will be able to:

- **In depth exercises for punctuation and grammar**
- **Medical reports**
- **Consultation reports**
- **Pathology**
- **History and physical**
- **Operative reports**
- **Format each document**

THE INTERNET AND THE WORLD WIDE WEB

TEXTBOOK:

INTERNET EFFECTIVELY: A BEGINNER'S GUIDE TO THE WORLD WIDE WEB
Author; Tyrone Adams and Sharon Scollard
ISBN10: 0321304292
ISBN13: 9780321304292
Edition/Copyright: 06 Publisher: Addison-Wesley Longman, Inc.
Year Published: 2006

Prerequisites: Computer Basics course or similar

Description: The Internet can connect you to people, information, and resources around the world. This course shows you how to connect to the Internet, browse Web pages, navigate Web sites, use search engines, and exchange e-mail with others.

Lesson 1: The Internet
Objectives:
Upon successful completion of course, students will be able to:

- **Define what the Internet is and elaborate on its uses.**
- **Identify the different components required for an Internet connection**
- **Explain the meaning of the term bandwidth in relation to the different type of internet connections**

Lesson 2: The World Wide Web
Objectives:
Upon successful completion of course, students will be able to:

- **Define the World Wide Web and elaborate on its uses.**
- **Explain how Web addresses work.**
- **Explain how to use a browser to navigate the Web**
- **Describe how to evaluate the content of a Web site**
- **Explain the meaning of E-Commerce**
- **Define Web browser plug-ins and their uses**

Lesson 3: Communicating on the Internet

Objectives:
Upon successful completion of course, students will be able to:

- **Explain how e-mail works. Write and send e-mail messages**
- **Manage e-mail messages**
- **Identify the features of online communities**
- **Explain how instant messaging works**
- **Explain how Web authoring software is used to create and publish Web pages**

Lesson 4: Job Developing Skills
Objectives:
Upon successful completion of course, students will be able to:

- **Create Resumes**
- **Filing out Online Job Application**
- **Submit Online Resumes**
- **Search for Employment**
- **Submit Online Cover Letters**

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PRODUCTIVITY PROGRAMS

HANDOUTS

Prerequisites: Computer Basic course or similar experience

Lesson 1: Common Features and Commands
Objectives:
Upon successful completion of course, students will be able to:

- **Identify the main components of the user interface**
- **Identify the purpose of the commands on the menu bar**
- **Work with the buttons on the toolbar**
- **Work with the pointer in a program**
- **Work with text and characters in a program**
- **Explain the use of primary keyboard shortcuts and key combinations**

Lesson 2: Word Processing
Objectives:
Upon successful completion of course, students will be able to:

- **Perform basic tasks by using a word processor**
- **Edit and format text**
- **Work and tables and pictures**
- **Work with language tools**
- **Identify the various benefits of using Desktop Publishing (DTP)**

Lesson 3: Spreadsheets
Objectives:
Upon successful completion of course, students will be able to:

- **Identify the different components of a spreadsheet**
- **Enter data into a spreadsheet**
- **Perform basic mathematical operation in a spreadsheet**
- **Insert charts into a spreadsheet**
- **Explain the purpose of options available for printing a spreadsheet**

Lesson 4: Presentation Programs
Objectives:
Upon successful completion of course, students will be able to:

- **Identify the basic functionalities offered by presentation program**
- **Create a new presentation**
- **Add graphics and multimedia to a presentation**
- **Identify the options available to print presentations in different formats**

Lesson 5: Databases
Objectives:
Upon successful completion of course, students will be able to:

- **Explain basic database concepts**
- **Create a database**
- **Work with records in a database**
- **Explain what database queries are how they work**
- **Explain what reports are and their uses**

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COMPUTER SECURITY AND PRIVACY

TEXTBOOK:

Internet Privacy Kit-With CD
Author: Goncaives
ISBN10: 0789712342
ISBN13: 9780789712349
Edition/Copyright: 97
Publisher Que
Year Published: 1997

Prerequisites: Computer Basic course or similar experience.

Lesson 1: An Overview of Computer Security and Privacy
Objectives:
Upon successful completion of course, students will be able to:

- **Explain what the terms security and privacy means as they apply to computing**
- **Identify various threats in the world of computers and explain their corresponding solutions**

Lesson 2: Protecting Your Computer and Your Data
Objectives:
Upon successful completion of course, students will be able to:

- **Identify various methods of protecting the operating systems, software, and data on your computer**
- **Identify various ways of securing online and network transactions**
- **Identify common measures for securing e-mail and instant messaging transactions**

Lesson 3: Protecting Yourself and Your Family from Security Threats
Objectives:

Upon successful completion of course, students will be able to:

- **Identify common measures used to protect privacy**
- **Describe how online predators work**
- **Identify the guidelines to protect children from online predators**

Lesson 4: Keeping Your Computer Secure and Updated
Objectives:
Upon successful completion of course, students will be able to:

- **Explain the purpose of different security setting on your computer**
- **Identify the options available for keeping your computer up to date**

Lesson 5: Computer Ethics
Objectives:
Upon successful completion of course, students will be able to:

- **Explain what the term intellectual property means as it applies to computing.**
- **Identify the various copyright violation acts and their preventive measures.**
- **Identify the various legal concerns associated with information exchange.**

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DIGITAL LIFESTYLES

HANDOUTS

Lesson 1: The Modern Digital Experience

Objectives:
Upon successful completion of course, students will be able to:

- **Identify the benefits of the expanding scope of digital technology**
- **Explain how merging technologies expands the features of digital devices**

Lesson 2: Digital Audio
Objectives:
Upon successful completion of course, students will be able to:

- **Identify the characteristics of digital audio**
- **Explain the concepts of recording, copying, and converting digital audio**
- **Identify the features of advance speech technologies**

Lesson 3: Digital Video
Objectives:
Upon successful completion of course, students will be able to:

- **Identify the characteristics of digital video**
- **Describe what digital video editing is and the various output formats for digital video.**
- **Identify the features of different Web video technologies**

Lesson 4: Digital Photography
Objectives:
Upon successful completion of course, students will be able to:

- **Explain the benefits, features, and working of a digital camera**
- **Describe how digital images can be managed and edited**
- **Identify the features of different types of printers that are available for printing photos**

Lesson 5: Digital Technology and Career
Objectives:
Upon successful completion of course, students will be able to:

- **Explain how digital technology enables you to work remotely**
- **Identify different career opportunities available in digital technology**

Unit 1: Computing Fundamentals

<u>Textbook:</u>
Computer Literacy for IC3- Units 1, 2, and 3
John Preston, sally Preston and Robert L. Ferrett
ISBN10: 013612383X
ISBN13: 9780136123835
Edition/Copyright: 2 ND 10
Publisher: Prentice Hall, Inc
Year Published 2010

Prerequisites; Computer Basic course or similar experience

Objectives:
Upon successful completion of course, students will be able to:

- **Identify types of Networks and Benefits**
- **Identify elements of a Personal computer**
- **Understand types of memory**
- **Identify Input/output Devices**
- **Work with Storage Systems**
- **Identify Printers**
- **Identify Troubling Techniques**
- **Maintain and Upgrade Computers**
- **Work with Software Applications**
- **Work with and Exiting Windows**
- **Get Help**
- **Run Application Programs**
- **Work with File Managements**
- **Use the Recycle Bin**
- **Manage and Maintain Disks**
- **Install and Uninstall Programs**

United 2: Key Application

TEXTBOOKS:

Computer Preston, Sally Preston and Robert L. Ferrett
ISBN10: 013612383X
ISBN13: 9780136123835
Edition/Copyright; 2 ND 10
Publisher: Prentice Hall, Inc
Year Published: 2010

Microsoft Office 2007 Simplified
Sherry Willard Kinkoph
ISBN: 978-0-470-04589-3
Publisher: Wiley Publishing, Inc
Copyright: 2007

Prerequisites: Computer Basic course or similar experience. Also, must be able to type 20 words per minute.

Introduction to Microsoft Word
Objectives:
Upon successful completions of course, students will be able to:

- **Creating Documents**
- **Editing Text**
- **Formatting Text, paragraphs and page**
- **Formatting**
- **Proof Your Document**
- **Print Documents**
- **Prepare Documents for Publication**
- **Work with Pictures and Graphics**
- **Work with Tables**
- **Share Documents for Review**

Introduction to Microsoft Excel

Objectives:

Upon successful completions of course, students will be able to:

- **Use Microsoft Excel**

IT Essentials PC Hardware & Software

<u>Textbook:</u>

IT Essential PC Hardware & Software
ISBN10: 1587132613
ISBN13: 9781587132612
Publisher: Cisco Press
Year Published: 2010

Prerequisites:

Objectives:

Upon successful completions of course, students will be able to:

- **Understand fundamental principles of securing IT systems and working safely**
- **Communicate effectively with customers**
- **Identify types and characteristic of PC components, including motherboard, CUP, memory and storage, input and output devices**
- **Understand fundamental principles of implementing LANs and internet access.**

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