

IT Fundamentals Training

Phone:
(918) 581-1256

Location:
Goodwill Industries
of Tulsa, Inc.
2800 Southwest Blvd.
Tulsa, OK 74107

Class Hours:
8:30 am—4:00 pm
Monday—Friday



2 Week Course

COURSE REQUIREMENTS

- Minimum 18 years old
- Background Check
- Drug Screen
- High School Diploma or GED
- Proof of 7th Grade Reading Level
- Provelt and Northstar Digital Literacy Assessments

Software and Hardware

- Operating System Software
- Common File Types
- Software Management Best Practices
- Alternative Software Technologies
- Basic Software Features and Functions
- Basic Wired and Wireless Peripherals
- Common Computer Connector Types
- Internal Computer Components

Basic IT Literacy

- Setting Up a Basic Workstation & Demo
- Basic Methods of Navigating an Operating System and Demo
- Basic Support Concepts
- Basic Backup Concepts
- Environmental & Safety Concepts

Security

- Basic Security Threats
- Security Best Practices
- Web-Browsing Best Practices



Networking

- Setup and Configure Basic SOHO Router
- Wireless Router Demo
- Compare & Contrast Cellular Wireless and Wire Data Connections
- Compare and Contrast Different Methods of Sharing and Storage

2018 IT Fundamentals Training Class Schedule

JANUARY

1/15/18—1/26/18

Monday—Friday
8:30 am—4:00 pm

FEBRUARY

2/19/18—3/2/18

Monday—Friday
8:30 am—4:00 pm

MARCH

3/19/18—3/30/18

Monday—Friday
8:30 am—4:00 pm

APRIL

4/16/18—4/27/18

Monday—Friday
8:30 am—4:00 pm

MAY

5/21/18—5/25/18

Monday—Friday
8:30 am—4:00 pm

JUNE

6/18/18—6/29/18

Monday—Friday
8:30 am—4:00 pm

JULY

7/16/18—7/27/18

Monday—Friday
8:30 am—4:00 pm

AUGUST

8/20/18—8/31/18

Monday—Friday
8:30 am—4:00 pm

SEPTEMBER

9/17/18—9/28/18

Monday—Friday
8:30 am—4:00 pm

OCTOBER

10/15/18—10/26/18

Monday—Friday
8:30 am—4:00 pm

NOVEMBER

11/19/18—11/30/18

Monday—Friday
8:30 am—4:00 pm

DECEMBER

12/17/18—12/28/18

Monday—Friday
8:30 am—4:00 pm