



Facilities Management  
Occupational Programs  
*Occupational Training*

# Computer Basics

## Computer Use for Beginners

**Coordinator** | Occupational Training

**Target Audience** | Individuals who need a fundamental introduction to computer use.

### Overview

The goal of this 3-week course is to explore and practice the ground-level fundamentals of computing through interactive, hands-on sessions and computer labs. These sessions are designed to provide an introduction into how to operate a computer, mouse, and keyboard.

### Program Content

- Discover:
  - Parts of a computer/laptop
  - Turning computers on and off
- Discuss:
  - UVA versus FM log in credentials
  - Basic computer security practices
- Practice:
  - Logging on and off with appropriate credentials
  - Basic keyboarding
  - Basic mouse skills

## Enroll Now

Email: [Fm-Training@virginia.edu](mailto:Fm-Training@virginia.edu)

Please include your name  
and computing ID