

Course Information Sheet

Computers Beginners Stage 2

Introduction

This course takes a more in depth look at using computers and will enable you to achieve more independence with the use of a computer. It will build on the skills that you have learnt in the Beginners course and show you about some of the different settings and ways to make your computer work better for you.

The course will include some theory and short demonstrations, but will comprise mainly of practical sessions. The course is intended to be informal and flexible with the emphasis on gaining confidence and feeling comfortable with computers.

What are the course entry requirements?

To get the best from this course you should be able to follow verbal and written instructions in English. This course is at our Beginners Plus level and is for you if you have already attended a Computers Beginners course, or already have some experience of using a computer.

How long is the course?

The course length may vary, but will usually be 8 weeks

What will the course involve?

This course will build on your existing computer skills and help you to make the most out of your computer. You will learn about managing files and folders, changing settings and how to manipulate images and text.

How will I be learning?

Each session will consist of mainly practical work on a computer or laptop. Your tutor will monitor your progress by carrying out an assessment at the start of the course. During the course your progress will be checked using a variety of techniques which may include: observation, informal quizzes, setting tasks, group discussion, question and answer sessions and peer assessment. You will have time during the course in which to discuss your progress with your tutor.

What equipment will I need?

Pen and paper for note taking

How will I know if I am making progress?

Your tutor will help you to build a portfolio which will contain examples of the work you have done and the skills you have mastered. At the end of the course your achievement will be reviewed with your tutor.

What course work will I be expected to complete?

You will complete tasks each session that are relevant to the skills you are learning. You may be able to use the College's Virtual Learning environment to enhance your learning in between classes.

What can I expect to learn from this course?

1. Identify three key health and safety practices
2. Maximise, move and close Windows
3. Create, name and manage folders
4. Open and save files
5. Print information
6. Recognise and use the common elements of a Windows screen
7. Format text (eg **bold**, *italics*)
8. Extend skills in a specific program

Will I need to cover anything in addition to the course fee?

There are no additional course costs, however you may find it useful to purchase a USB pen drive to save your work onto. Please discuss this with your tutor before making a special purchase.

What other training programmes and progression opportunities are there?

You should be able to progress onto Internet & Email, or a software specific course such as Word 2007.

If you require in-depth advice on progression opportunities or guidance on career choices please contact our Information Advice and Guidance Officers on 0845 600 1331. For general information about other courses, contact us on the same number or check out the website www.lancashire.gov.uk/adultlearning