

Course Information Sheet

Computers Beginners

Introduction

This course is a gentle and non stressful introduction to computers for people who are new to computers. This course will help you to gain confidence in using the mouse and keyboard and give you the chance to experience a variety of programs. 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 level and is for you if you have no experience at all 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 give you the basic skills that are required to use a computer. You will learn how to use the mouse and keyboard first and then move on to working with text. You will be given the opportunity to experience different types of software to help you decide which course to progress on to next.

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.

What can I expect to learn from this course?

1. Identify three key health and safety practices
2. Use a mouse to navigate to an area, point and left click
3. Enter text, numbers and punctuation using the keyboard
4. Recognise and use the following keys appropriately:
spacebar, enter, backspace, shift, arrow keys and caps lock
5. Turn the computer on and off safely (or log on and off)
6. Name basic parts of the computer
7. Open and close programs and files
8. Experience a taste of at least two programs such as (Word, Internet, Desktop Publishing, Spreadsheet)

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

There are no additional costs

What other training programmes and progression opportunities are there?

You should be able to progress onto Computers Beginners Stage 2 or Internet & Email.

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