

Course Information Sheet

De-Clutter Your Computer

Introduction

Have you ever wondered how to give your computer a good clear up, but are worried about what you can and can't get rid of? This course will provide you with a basic introduction to some of the 'cleanup' features of your Computer and give you confidence to start some spring cleaning.

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 are confident with using a computer.

How long is the course?

The course length may vary, but will usually be 3 weeks

What will the course involve?

This course will give you the basic skills that are required to clear up unwanted files on your computer and to organise the ones that you do want in a logical way.

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. Remove unwanted programs
2. Understand and use Disk cleanup facilities
3. Demonstrate an understanding of defragmenting
4. Organise your desktop

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 for Beginners Beginners Plus

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