



## Course Information Sheet

### Explore the Internet

<b><i>Introduction</i></b>
On this course you will explore how to find information on the internet and work safely. With tutor support and guidance, appropriate to individual needs, you will have the opportunity to recognise and enter information, selecting from a limited range of options, using and developing your ICT skills.
<b><i>What are the course entry requirements?</i></b>
You don't need any previous experience of the internet to take part and enjoy this session, but will need to have some basic mouse and keyboard skills
<b><i>How long is the course?</i></b>
Please see current course brochure
<b><i>What will the course involve?</i></b>
This course will give you the basic skills that are required to access and use online information services, to achieve a purpose. You will have the opportunity to work on individual projects and with others in the group.
<b><i>How will I be learning?</i></b>
There will be hands on practical work, on a computer or laptop, with one to one help from the tutor. You will have time during the course in which to chat about your progress with your tutor.
<b><i>What equipment will I need?</i></b>
All equipment will be provided but you may wish to bring along a pen and paper for note taking
<b><i>How will I know if I am making progress?</i></b>
Your tutor will give you feedback throughout the course
<b><i>What course work will I be expected to complete?</i></b>
None

***What can I expect to learn from this course?***

- Be aware of the need for a safe working environment
- Identify some health and safety hazards when using ICT
- Recognise how to keep access information secure
- Follow simple step by step instructions to practise basic techniques
- Record the information you are aiming to find
- Find information on a topic of choice
- Obtain the information
- Recognise some terminology commonly used within the subject
- Identify progression opportunities

***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 on to a beginner's course or internet and 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](http://www.lancashire.gov.uk/adultlearning)