

Course Information Sheet

Internet & Email

Introduction

Have you ever felt that you are missing out because you are the only one who isn't "online"? "Surfing the Internet" and "Googling it" are two popular phrases these days but where do you start? This course provides practical, hands-on guidance to accessing the Internet and finding your way around it.

You will access a variety of websites and learn how to shop from your armchair whilst being made aware of security issues. You will also learn how to correspond around the world using electronic mail.

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 no experience at all of using the internet. You should however have experience of using a computer and be familiar with how to use a mouse to point and click and how to enter and correct text using the keyboard.

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 access and use the internet and to send email.

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.

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 safe practices when using the Internet
2. Access a variety of websites by entering their address
3. Browse a web site using scroll bar, back, forwards and hyperlinks
4. Find desired information using search engines
5. Read, write and send emails
6. Use reply, forward and delete
7. Demonstrate an awareness of attachments
8. Print and save information

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 Stage 2.

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