

Course Information Sheet

Mouse & Keyboard

Introduction

This taster is designed to give people the opportunity to learn the vital computer skills of mouse control and how to recognise and use the most important keys on the keyboard using a variety of simple and fun exercises. We will also help you to assess what level of computer skills you have and give you advice on where and how to learn more.

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 never used a computer.

How long is the course?

The course length may vary, but will usually be 2 weeks

What will the course involve?

This course will give you the basic skills that are required to interact with a computer using a mouse and keyboard.

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. 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 on a keyboard
4. Recognise and use the following keys appropriately:
spacebar, enter, backspace, shift, arrow keys and caps lock
5. Identify appropriate progression courses or learning opportunities which would increase your skills

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 course.

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