

COMPUTING FOR BEGINNERS

At First House, Brinnington



Starting Wednesday 16th Jan – 13th Feb 9.30 – 11.30
and Wednesday 27th Feb – 27th March 9.30 - 11.30
£50 for 5 weeks or no charge if on certain benefits

What will you learn?

In this course, you will learn the basics about how to use a computer, the mouse and keyboard as well as how to navigate the internet and send and receive emails.

The course is designed for the absolute beginner and is delivered at a steady pace with lots of opportunities for practice.

At the end of the class, you should be able to:

Identify parts of the computer

Be able to use a mouse and keyboard to enter text and navigate windows

Be able to display and search for specific internet web pages

Be able to send and receive emails

What happens in the class?

There will be a mix of presentation, group discussion and practical exercises within the classes. Learners will be expected to make notes of skills learned and to practice learned skills through regular independent work. There is homework provided after each session.

Entry requirements:

There are no minimum entry requirements for this course but you should have a good command of the English language in order to fully participate in class activities

What you will need to know before you enrol:

This is a beginners class and is designed for people with no or limited experience of using computers. It is not a course with a qualification or formal assessment.

What you will need to bring with you:

A pen, some paper and if you have one, a USB stick

What can you do after this course?

Learners can choose to progress onto the Improvers ICT 10 week course. This will concentrate more on Word Processing and introduce you to Spreadsheet software.