



COURSE DESCRIPTION 2016-2017

Course: Beginners' Computing	Awarding body: N/A
Tutor: Chloe Dawney	Course length: 5 weeks

Course summary/aims:	This course is designed to get you over the barrier of turning the computer on and teaches basic mouse and keyboard techniques, basic file management, email usage and basic internet shopping. An ideal course for those that have never used a computer before.
Course objectives:	<ol style="list-style-type: none">1. Demonstrate how to start up, log off and shut down a computer.2. Perform simple tasks using a mouse and keyboard.3. Create and organise computer files and folders.4. Use the Cut, Copy and Paste function on a document.5. Create and send emails and use the Internet for everyday task e.g. Shopping.
Course content:	From literally learning how to turn a PC on to doing some basic Internet shopping. This wide ranging course takes a dip into the basic functions a PC can be used in a household
Teaching and learning methods:	Practical hands on course putting theory discussed into practice.
Course level/entry requirements:	Basic level/No entry requirements
How progress is checked during course:	Tutor discusses progress
Extra study or practice required at home?	Feel free to practice what you have learnt at home on your PC or Laptop if you have one

Formal course accreditation? If yes, how is the course assessed?	NO
Materials you will need to bring to the course:	Course materials & Power Points provided
What can I do next?	Online study such as Learn My Way & CLIP's Going Forward with Computers Course

Information, Advice and Guidance sessions are available on request (it is best to make an appointment).

If you feel you may need some support eg. with English, Maths or ICT, please ask.

To get in touch, please call your local CLIP Learning Centre (see below) or email info@cliplearning.com

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