

COURSE DESCRIPTION 2016-2017

Course: Beginners Computing	Awarding body: N/A
Tutor: Nicola Gadd	Course length: 5 weeks

Course summary/aims: (Might also be used for brochure or poster blurb)	Worried about using computers? Are you considering purchasing a computer but not sure how you will get along first or maybe you have a computer but not really sure where to start? This course gets you over the barrier of turning the computer on and teaches basic mouse and keyboard techniques, learning how to create a simple document and how to save and print, use email for sending and receiving messages and basic internet uses for everyday tasks. An ideal course for those that have never used a computer before.
Course objectives: (There MUST be 5 for non-accredited Community Learning courses; this is not so essential for qualification-based courses)	<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 a simple document and learn how to save and print 4. Send and receive emails 5. Use the Internet for everyday tasks 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 ICT for Improvers 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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