

Programme Information Leaflet

Course title: Introduction to Home Computing Part 2 - Getting More From Your Home Computer		Level 1-2	Tutor Judy Coleman
Course fee: £80 (concessions available)	Start date	Venue Fleet Library	
Other costs Memory stick (see below*)	Day/Time	Length of course 10 weeks	

Aims of the course

A follow-on course to introduce new computer users to more of the popular things you can do on your home computer, including communicating via the internet, social networking, storing photographs, creating documents & accounts, & buying & selling online.

Learning Goals - By the end of the course you will:

Have an understanding of some of the current computing trends such as Skype, Facebook, Twitter, YouTube & Messenger & the importance of security. Understand how to upload photos from your camera & save them to your computer & how to transfer files to a memory stick. Have a basic understanding of the use of wordprocessing & spreadsheet programs, the internet & of the opportunities it offers for research & buying & selling.

Previous knowledge/experience - To enrol for this course learners should:

Either have completed the Beginners course in the library, or already be able to: point, click, drag, double-click, right-click, scroll, open & close programs, go to websites & use search engines & understand the terminology. If you cannot do these already you should consider joining a Level 1 course. Access to a computer & the internet outside of the classes required (public computers are available to use in the library during opening hours).

For the each session you will need to bring:

Pen & paper to take notes; memory stick - *can be bought from the library for £7.65 (2Gb)

This course provides progression to:

eBay, Word, & Excel - specific 3 and 5-week courses

You can get additional information about this course from:

Vivienne Dodd or Rachel Brewer

Telephone Number: 01252 612709

Address: Fleet Library