Introduction to Computers & Online Basics

What is this course about?

Are computers a mystery to you? If yes, then this course for beginners will show you how to get started and develop your skills and confidence in computing. It is suitable for beginners or for those with a little previous experience who would like to develop their skills and confidence in this subject.

What will I learn?

Introduction to Computers: A short three week course starting with the basics to help you to become familiar with using a mouse and keyboard.

Online Basics: A follow-on course of eight weeks. You will find out how to:

- Complete basic web searches
- Use email
- Stay safe online
- Create and format a simple document

How will I learn?

You will learn by practical hands-on experience, with the guidance and support of the tutor. There will be demonstrations, handouts, group activities and discussions.

You will gain an OCR Entry Level 2 Award You could also progress on to a number of further computer courses, such as:

Next Steps with Computers
(10 weeks, non-accredited)
ITQ Level 1
(35 weeks, Level 1 Award or Certificate)

You will record your starting point and learning goals. The tutor will give you feedback on your progress throughout the course. You will also complete a portfolio of work, compiled from exercises and activities carried out in class, that will be used as evidence for your qualification.

Course costs
For further information regarding fees, concessions and refunds, please see our website:

www.warwickshire.gov.uk/adultlearning

Alternatively, contact your local area office for further advice.

We are not funded to work with learners living in the West Midlands Combined Authority area. If you pay your council tax to Coventry, Birmingham, Solihull, Walsall, Sandwell, Dudley or Wolverhampton we may not be able to enrol you, or different fee rates may apply. Please contact us for more information.

Payment methods
We can accept payments by cash, cheque or credit/debit card.

In order to claim any fee concessions, please bring in proof of eligibility.

Attendance
In order to get the most out of your course you will need to attend every week. If you know you are going to miss several sessions e.g. because of holiday, please talk to a member of staff before enrolling.

Do you have an additional support need?
There are many ways in which you can receive help with your learning.

If you feel you may need additional assistance please contact us before enrolling to discuss your requirements.

Follow-up contact
As part of our contract with the Education and Skills Funding Agency, we are required to contact you after the end of your course: for example, to find out if you have gone on to further learning or into employment.

For further information please contact:

01926 738978 (Leamington Spa) aclsouth@warwickshire.gov.uk
02476 353065 (Nuneaton) aclnorth@warwickshire.gov.uk
01788 552933 (Rugby) rugbyacl@warwickshire.gov.uk

In line with Government and Warwickshire County Council Policy, Adult and Community Learning have a responsibility to raise awareness regarding safeguarding, the Prevent Strategy and Fundamental British Values. This information will be provided at your first session.

Education & Skills Funding Agency

European Union
European Social Fund

matrix

Ofsted
Good Provider

www.warwickshire.gov.uk/adultlearning

Warwickshire County Council

Working for Warwickshire