

STRODE'S COLLEGE ~ ADULT LEARNING COURSE INFORMATION SHEET



COURSE TITLE: Computing First Steps (Entry 1) | **DURATION:** 10 sessions

ABOUT THE COURSE: This course provides an introduction to using a computer for the first time. It is also useful for people who have used a computer before or for those who are lacking confidence. It will cover all the basic skills and will lead to an Entry Level 1 Functional ICT qualification (no exam, evidence is collected in class).

The course will cover :

- The different parts of a computer
- Health and safety when using a computer
- Using the keyboard and mouse
- Keeping information secure by using passwords
- Basic word-processing
- Searching the internet
- receiving email
- Labelling images

ENTRY REQUIREMENTS:

Interview or course specific application required? ~~Yes~~ / No

Prior knowledge / experience: No previous knowledge or experience of using computers is required for this course. Students will require a basic standard of written and spoken English.

STUDY AND ASSESSMENT: There are 10 weekly classes of 2 hours each, with a one week break for half term. The class will be taught in a computer room, with one computer for each student. Each class will include a mixture of demonstration by the tutor and individual practical exercises on the computer.

To ensure good progress students should practice their new computer skills for at least 2 hours a week outside of the class. If you do not have your own computer you can access computers in public libraries. Some computers can be booked at The Literary Institute

PROGRESSION OPPORTUNITIES: This course will prepare you for the College's Computing Next Steps course which leads to an Entry Level 2 Functional ICT qualification.

PRE COURSE PREPARATION: None

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FINANCE:

- Fee remission available? Yes (subject to status) / ~~No~~
- 24+ Advanced Learning Loan Available? ~~Yes~~/ No
- Bursary Support Available? Yes (which) / ~~No~~

TUITION FEES:

Please call 01784 228676 for the course fee.

ANY OTHER COSTS TO BE MET BY THE STUDENT: Please bring a pencil and paper to make notes. There are no other costs involved in this course.

ADDITIONAL INFORMATION : If you have a disability or sensory impairment we may be able to provide adaptive equipment to enable you to access the computer. Please contact us in advance to discuss your needs.

The College has computers and quiet study areas which can be used by Adult Learning students after 4.30pm, and the Literary Institute has some daytime availability. Please contact the Adult Learning Team to book. The Learning Resource Centre is available by prior appointment during the day and has a wide range of books and other resources. Students must book via the Adult Learning reception & a student badge will be required.