

# Computing Beginners

Course Code D06-32D



Venue: Room IT Suite  
Hyde Park House  
Mutley Plain  
Plymouth  
Devon

PL4 6LF

Start Date: 06 June 2019  
End Date: 18 July 2019  
Sessions: 7  
Day(s): Thursday

Start Time: 12:30  
End Time: 14:30

Cost of course: Fee £42

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Can I enrol online? Yes - Please visit [www.ouresouthwest.co.uk](http://www.ouresouthwest.co.uk)

Entry requirements There are no entry requirements. This course is for complete beginners. People with a limited amount of knowledge on the subject may join this course to refresh their knowledge and improve their IT skills.

Tell me about the course. This course is aimed at learners with little or no experience of using a computer. It is designed to get you started using the most basic functions of a computer. You will be working on computers using Windows 7 and Office 2010.

Topics covered will include:

- Starting the computer.
- Setting passwords.
- Using the mouse and keyboard.
- Searching the internet.
- Sending and receiving emails.

How will I learn? During the first session your tutor will outline what will be covered during the course. You can then think about your individual aims for the course and make an individual learning plan, with the help of the tutor.

This course will be delivered on PCs within a classroom environment. This is a practical course and the sessions will include tutor-led demonstrations, learner-led activities, instruction and repetition. Your tutor will give you one-to-one support, as required.

How will I know I'm making progress? You will review your individual learning plan with your tutor who will give you written feedback and support to achieve your targets. This will enable you to identify any additional support requirements or areas to practise and revise.

Will I need to study or practise outside the classroom? It is always useful to practise your skills between sessions and your tutor will give you guidance on group and individual topics.

What will I need to take to the course? Please bring a pen and notepad.

What can I learn next?

If you enjoy this course you may like to enrol on to the Computing Next Steps course. We offer a range of courses on Skills for the 21st Century and details can be found on our website at [www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.co.uk) or contact us on 01752 660713.

Please Note:

Most courses attract a subsidy from the Education and Skills Funding Agency and can be used to match funding for ESF. It is a requirement of the ESFA that you complete various forms at different stages of your course, further information is available on request. Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. In some cases, an alternative class at a different location may be offered.

Room numbers are subject to change - please check when you arrive at the venue.

ON COURSE SOUTH WEST CIC  
HYDE PARK HOUSE, MUTLEY PLAIN, PLYMOUTH, PL4 6LF

Tel: 01752 660713  
[www.oucoursesouthwest.co.uk](http://www.oucoursesouthwest.co.uk)



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