

Course Information Sheet



Course Code and Name: GL0050984 Computer Basics Part 1

Venue: Hesters Way Community Resource Centre
Cassin Drive
Hesters Way
Cheltenham
Gloucestershire
GL51 7SU

Start Date: 17 May 2018
End Date: 14 June 2018
Day: Thursday
Time: 14:00 to 16:00
Weeks: 5

Tutor: Michael Hackman

Course Provider: Adult Education in Gloucestershire

Course Summary:

A 6 week course for those of you who really need to get to grips with the key basics. Keyboard and mouse skills, booting up and closing down, opening up an application, creating and saving a document. Try this 6 week, gentle introduction in a friendly and supportive atmosphere. This mini 6 week course will get you off to a really good start and give you confidence to 'go it alone' a bit more on your computer!

Eligibility:

Learners must be over 19 on the 1st September of the academic year they start their learning. Resident in UK for 3 years (some exceptions).

How will the course be taught?

This course is delivered by a professionally qualified tutor.

How will I know how well I am doing?

Feedback will be given within the 2 - hour session, with IAG to signpost further detailed information when needed.

Prior Knowledge:

No previous experience is necessary, although previous experience will determine your individual starting point.

What do I need to bring?

All event materials needed will be provided by the tutor.

How do I join the course, or find out more?

If you are interested in this course please contact us by telephone on 0800 542 1655 or email learn@gloucestershire.gov.uk

Cost:

It is free to eligible learners

What course can I do next?

We can help you decide the best way forward for you. You could progress onto further college courses and vocational qualifications.

Information and Advice for Progression:

Information on progression is available. Contact your tutor for further information or call 0800 542 1655 or e-mail learn@gloucestershire.gov.uk.

Health and safety:

All of our venues undergo a health and safety audit on a regular basis. If you have specific needs please inform us before you start this course. Events will be set up at a safe distance.

Further information:

No information provided