

Course Information Sheet



Course Code and Name: GL0051766 Computer Basics

Venue: Sinope Business Centre
1 Sinope Street
Gloucester
GL1 4AW

Start Date: 11 March 2019
End Date: 15 April 2019
Day: Monday
Time: 14:00 to 16:00
Weeks: 6

Tutor: David Young

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 August of the academic year they start their learning. Note: if not ordinarily resident in UK for 3 years (Please speak to a member of staff to confirm eligibility for funding).

How will the course be taught?

Learning will take place in small friendly classes using, individual and group work, demonstration, discussion and using a variety of practical activities

How will I know how well I am doing?

You will follow your own individual learning plan with progress recorded by tutors and yourself.

Prior Knowledge:

No prior knowledge required.

What do I need to bring?

All materials needed will be provided by the tutor.

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

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

Cost:

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 courses and vocational qualifications.

Information and Advice for Progression:

Advice will be given on an individual basis throughout the course. Please contact your tutor for information about suitable progression routes

Health and safety:

All of our venues undergo a health and safety audit on a regular basis. The tutor will advise on health and safety guidelines at the beginning of the course, these guidelines will be followed throughout the course.

Further information:

For all enquiries regarding this course please contact 0800 542 1655