

# Course Information Sheet



## Course Code and Name: GL0052677 Computer Basics

**Venue:** Whitminster Village Hall  
School Lane  
Whitminster  
Gloucester  
GL2 7NT

**Start Date:** 17 October 2019  
**End Date:** 09 January 2020  
**Day:** Thursday  
**Time:** 10:30 to 12:30  
**Weeks:** 6

**Tutor:** David Young

**Course Provider:** Adult Education in Gloucestershire

### Course Summary:

You will learn the basics of using a computer such as keyboard and word-processing skills, creating spreadsheets and simple databases. As you grow in confidence you may want to learn about sending emails and attachments and using the internet safely. A tutor will help you to work at your own pace so that you can grow in confidence when it comes to using a 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](mailto: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:

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:

No information provided