

# Course Information Sheet



## Course Code and Name: GL0052783 Computer Basics Part 2

**Venue:** Adult Education In Gloucestershire  
Gloucestershire County Council  
4-6 Commercial Road  
Gloucester  
GL1 2EA

**Start Date:** 05 November 2019  
**End Date:** 10 December 2019  
**Day:** Tuesday  
**Time:** 10:00 to 12:00  
**Weeks:** 6

**Tutor:** Anthea Knight

**Course Provider:** Adult Education in Gloucestershire

### Course Summary:

This mini course is ideal for those who already have keyboard and mouse skills and a little bit of experience. You will already be familiar with opening an application and saving documents. This course will teach you how to manage files and folders, create longer word documents that include pictures and borders, help you understand the page layout and make the most of the tools available on the tool bar. This course will get you ready to take our computer qualification that would equip you with the right skills to help you get work or change your career.

### 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?

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:

You will need keyboard and mouse skills and some prior experience of using the internet.

### 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](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:

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