Course Information Sheet

Adult Education in Gloucestershire

Course Code and Name: GL0058567 Windows Basic

Venue:
Standguide Ltd
Cornhill Chambers
Union St
Stroud
GL5 2HE

Tutor: David Young

Start Date: 16 August 2024
End Date: 11 October 2024
Day: Friday
Time: 10:00 to 12:00
Weeks: 8

Course Provider: Adult Education in Gloucestershire

Course Summary:	Within this course you will cover switching on/of , sleep, restart,understanding the desktop,basic file management,some word processing in open office,email and internet
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.
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