

## Course Information Sheet

<p><b>Course Title and level:</b></p> <p><b>Computers for Beginners</b></p>	<p><b>Number of Weeks: 6</b></p> <p><b>Number of hours per week: 2</b></p>
<p><b>Who is this course for?</b></p> <p>The course is aimed 19+ adults who have never use a computer before and who would like to feel comfortable and confident using one. Anyone who needs to use a computer for pleasure or work.</p> <p>Previous learners have said they enjoyed the course and found it easy to understand.</p>	
<p><b>What will I learn?</b></p> <p>How to use Microsoft Word to create, Save and Print Documents. How to use the internet safely to find information.</p> <p>How to use navigate round Word and it's toolbars          How to insert and delete text in a Document          How to spellcheck you work for errors and correct them          How to insert ClipArt into a Word document          How to search for information using a web browser such as Google          How to use the internet safely          How to Shop online          How to print information from the Internet</p>	
<p><b>What previous experience or qualifications will I need?</b></p>	<p>No previous knowledge of computers is required</p>
<p><b>How will I know I have achieved?</b></p>	<p>Your tutor will develop an individual learning plan which will record what you have achieved over the course.</p>
<p><b>How will I be assessed?</b></p>	<p>Your tutor will plan assessment activities that will capture how you are progressing in the subject area. There is no exam / evidence is collated in a portfolio.</p>

<p><b>Where can I go next?</b></p>	<p>Your progression route would be sign on for the next level: Improvers Computer Course.</p>
<p><b>What do I need to bring?</b></p>	<p>Pen and Paper might be useful for making notes.</p>
<p><b>What is the cost?</b></p>	<p>There is no cost for this course.</p>
<p><b>Will I need childcare?</b></p>	<p>This course will run term time only.</p>
<p><b>Where is the course venue?</b></p>	<p>Wigan Life Centre/Wigan Library. Snacks and drinks are available from a vending machine on the main entrance floor.</p>
<p><b>Who can I speak to for further information?</b></p>	<p>Please contact <b>Lisa 01942 489758</b> or <b>Jill 01942 489714</b>. You can also email <a href="mailto:adultlearning@wigan.gov.uk">adultlearning@wigan.gov.uk</a>.</p>
<p><b>How and when do I enrol?</b></p>	<p>You can enrol at the first session.</p>