

Who is this course aimed at?

This short course is for people who want to get to grips with using a computer

What will I need?

Basic keyboard and mouse skills

Programme Aims

This course will show you how to use a computer

What will I do?

- How to turn a computer on and off
- What the different parts of a computer are called and what they're for
- How to change the settings on a computer
- How to open applications and use folders
- How to use a computer safely

How will I be taught?

This is an online course which lasts for approximately 45 minutes

How will I be assessed?

There is no formal assessment

What could I progress on to?

Tutor led ICT workshops
ICT courses

What equipment should I bring?

Pen pencil and note book

Will I gain a qualification?

No qualification is attached to this course