



# Course Information Sheet

## 2009/10

<b>Course Title:</b>	<b>Computers From Scratch (with Internet)</b>							
Course Description	This is a course designed for complete beginners to the world of computers. It will be run at a gentle pace giving learners plenty of time to practice new skills. If time and progression of all learners allows then we will include a little Internet surfing!							
Learning goals	<p>By the end of this course you should be able to:</p> <ul style="list-style-type: none"> <li>• Carry out all activities with regard to the safety of yourself and others.</li> <li>• Identify Computer parts (keyboard, mouse, monitor, CPU)</li> <li>• Use the keyboard</li> <li>• Use the mouse</li> <li>• Highlight text</li> <li>• Use Delete/Backspace</li> <li>• Use Save/Save As</li> <li>• Access the Internet</li> <li>• Use a Web address (URL)</li> <li>• Use a hyperlink</li> <li>• Navigate web pages</li> </ul>							
Is this course suitable for you?	This course is aimed at adults who have little or no experience of using a computer or the internet.							
Assessment/Feedback	Learners will receive continual feedback and informal assessment from the teacher and will be encouraged to monitor their progress using an Individual Learning Plan.							
What should you bring with you to the first session?	Notebook and pen (handouts are provided but learners will be encouraged to make their own notes). If your course is held at a library please bring your library card with you. If you do not belong to the library we recommend that you join before your first lesson as this will save considerable time. Library membership is free.							
Additional costs	<ul style="list-style-type: none"> <li>• None</li> </ul>							
What next?	<b>Subject Specific Courses:</b> <ul style="list-style-type: none"> <li>• Start IT</li> <li>• Any 'Stepping Up To' course</li> </ul>	<b>General:</b> Please see our brochure , visit our website ( <a href="http://www.luton.ac.uk">www.luton.ac.uk</a> ) or call us for further details (01582 490033).						
Help Us to Help You	<p>Luton Adult Community Learning also provides free impartial workshops on learning and work opportunities, these include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">○ Job search</td> <td style="width: 50%;">○ Completing application forms</td> </tr> <tr> <td>○ Interview techniques</td> <td>○ Skills check</td> </tr> <tr> <td>○ CV writing</td> <td></td> </tr> </table> <p>If you require more in depth help and support, please contact us and we will arrange a meeting with either a manager, teacher or learner</p> <p>The service is committed to ensuring that all learners whatever their needs have the best possible chance to enrol, progress, complete and achieve their course goals. Funding may be available to support the following:            Examination fees; Travel costs; Books &amp; Equipment; Registration Fees; Childcare; Hardship costs; Additional course costs; Learners with a learning difficulty or disability; Learners with skills for life needs.</p> <p><b><u>For further details contact us on 01582 490033.</u></b></p>		○ Job search	○ Completing application forms	○ Interview techniques	○ Skills check	○ CV writing	
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