

Adult, Community and Family Learning Service

Adult Learning Courses

BEGINNERS IT

COURSE DURATION: 6 weeks (2 hours per week).

WHO IS THIS COURSE FOR?

This course is available to adults aged 19+. This is a beginners level course with no formal entry requirements ideal for absolute beginners.

WHAT WILL I LEARN?

By the end of this course you will be able to:

- Turn a computer on and off with confidence
- Understand what features are on the desktop
- Know how to create a document, save it to a file and print
- Set up an email account that can be used at home
- Explore the internet and know what precautions to take when shopping online
- Know ways to keep their computers safe when online

HOW WILL I LEARN?

You will learn through a combination of teacher input, practical classroom-based tasks, simulations and use of information technology. You will also have the opportunity to showcase your work and celebrate your achievements.

PROGRESSION OPPORTUNITIES

Learners who have completed this course may wish to continue to improve or advanced level courses within the subject. There are also many other topics available within our Adult and Community Learning brochure including Skill for Life opportunities in literacy and numeracy. Additionally other providers, clubs and organisations across the island offer a wide range of courses, including the potential progress to Further and Higher Education opportunities.

COURSE MATERIALS

You will not need to provide any materials. Essential materials will be provided by your tutor.

ADDITIONAL INFORMATION:

Web: www.iwcommunitylearning.ac.uk

Email: acl@iow.gov.uk

Telephone: 817280

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