



## Course Information 2018/19

### COMPUTERS for ABSOLUTE BEGINNERS

<b>Start Date</b>	18 <sup>th</sup> September 2018
<b>Time</b>	9.30am-11.30am
<b>Day of week</b>	Tuesday
<b>Number of Weeks</b>	3
<b>Venue</b>	ELY COLLEGE
<b>Course Fee</b>	Free
<b>Course Level</b>	Beginners/basic
<b>Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)</b>	No additional costs
<b>Any skills or qualifications needed for entry to the class</b>	This course is designed for learners with little or no previous computer experience
<b>Materials required for first class</b>	You can bring a laptop from home, or use the College computers.

#### Course description - Including aims & objectives

This basic computer skills course will allow learners to gain the skills and confidence to be able to uncover the opportunities and benefits of the Internet. After this short course, learners will be able to confidently use the Internet for a variety of things, including the following:

- 1) Getting Started
  - Internet services, Connection type, setting up an internet connection, starting your browser.
- 2) Browse the Internet
  - Web page address, open a web page, add to favourites, searching the web etc.
- 3) Puzzles and solutions
  - Use the internet to solve crosswords, find anagrams, web encyclopaedia, internet public library, chess and bridge.
- 4) Internet entertainment
  - What's on TV?
  - What's on the Radio?
  - Internet Radio.
  - BBC websites.
  - Learn to draw origami/draw etc.
  - Website directory
- 5) Keeping in touch
  - Emails, Webmail account, ecards, twitter, blogging, Skype, Internet security.

### How Progress & Success will be recorded:

Each learner is required to fill out an Individual Learning Plan track your needs and record progress.

<b>What else will you need to do</b>	We ask all students to complete an enrolment form which asks for details required by the Education & Skills Funding Agency & the County Council and is a requirement of entry to the course. We ask for full payment prior to the course beginning. Please note refunds can only be made if a class is cancelled or closed.
<b>What else do we ask of you</b>	Please can you let us know if you have any attendance problems <b>and if you are not able to attend the class</b> (contact details below). We like to know if you have a problem.
<b>How do we know if you are happy with your course</b>	We will ask you to complete a course evaluation, giving us your feedback on the course, tutor & college. You are always welcome to feedback directly to us at any time during your course to help us improve our services & courses.

Some of our courses are subsidised by the Education and Skills Funding Agency (ESFA) and part financed by the 2014-20 European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: <http://ec.europa.eu/esf/home.jsp>

#### How we use your data

<https://www.gov.uk/government/publications/esfa-privacy-notice>

#### Safeguarding

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

#### Equality and Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of adult learning opportunities across Cambridgeshire. Search our website [www.cambsals.co.uk](http://www.cambsals.co.uk) for more information. We also deliver specific courses for adults with learning difficulties and disabilities. For more information about these specific courses please call 01223 703530

#### National Careers Service (NCS)

Careers advice is available to all learners. The National Careers Service provides free information and advice on all aspects of learning, skills development and employment. Help is provided in a way that suits you, online, face to face or by telephone. Go to [www.cambsals.co.uk](http://www.cambsals.co.uk) and click on 'I need some advice' for more information or call our booking line on 0845 603 1059

#### Please contact us for further information

Tel: 01353 664853

Email: [community@elycollege.co.uk](mailto:community@elycollege.co.uk)

Web: [www.elycollege.com/community](http://www.elycollege.com/community)

Address: Community Education, Ely College Downham Road, ELY, Cambs CB6

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