Course Information 2017/18

Internet for Beginners

Start Date	4th October 2017
Time	7.00-9.00pm
Day of week	Wednesday
Number of Weeks	5
School Holiday Dates **PLEASE NOTE CLASSES WILL NOT RUN DURING SCHOOL HOLIDAYS & OPEN EVENINGS**	Autumn Half Term: 23-27 October 2017 School Open Evening 5th October 2017 Christmas Holiday: 20 Dec 2017 – 4 Jan 2018 Spring Half term: 12-16 February 2018 Easter Holiday: 30 March – 13 April 2018 Summer half Term: 28 May – 1 June 2018
Venue	ELY COLLEGE
Course Fee	£ 49.50 **Concessionary Fee:** Free (if you meet certain criteria) Fees are payable by cash in person or cheque payable to Ely College
Course Level	
Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)	No additional costs
Any skills or qualifications needed for entry to the class	This course is designed for learners with little or no previous computer experience
Materials required for first class	none

Course description – Including aims & objectives
This basic computer skills course will allow learners to gain the skills and confidence to take advantage of computers and the internet. Learners will become computer literate in this hands-on course while learning to use the internet more effectively. The aim is to demystify terminology and impart best practice skills for productive and secure use of computers and the internet. Learners will be asked to complete a Needs Assessment form to help assess and identify current skill levels, expectations, and specific goals as an aid in course curriculum development.
Examples of basic computer skills to include:
- Starting and shutting down your computer.
- Navigating the operating system and start applications.
- Using the keyboard and mouse
- Computer security best practice
Examples of Internet skills and knowledge to include:

- Sending and receiving email
- Internet security best practice
- How to get around on the internet using a browser
- Searching on the internet
- Downloading files from the internet
- Knowledge of some of the most common uses of the internet: shopping, banking, social media, access to public services, phone applications (e.g. Skype).

The Learning Outcomes will be achieved through a mix of demonstrations, discussions, and interactive exercises.

How Progress & Success will be recorded:

Each learner will successfully perform the practical learning outcomes to include specific goals as described in the Needs Assessment form.

Any further next steps

Continue with further learning opportunities at Ely College

What else will you need to do	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.
Safeguarding	We have made arrangements to ensure you are safe in 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 tell your tutor or the centre manager. We will investigate and try to resolve the situation
What else do we ask of you	Please can you let us know if you have any attendance problems **and if you are not able to attend the class** (contact details below). We like to know if you have a problem.
How do we know if you are happy with your course	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. We welcome feedback & comments to help us improve our services & courses.

Equalities Statement

"The County Council operates an Equality of Opportunity Policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have any specific needs which might affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a learning community based on mutual respect and trust."

Please contact us for further information
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