




## Step into IT Computing for Beginners

Course Title	<b>Step into IT – Computing for Beginners</b>
Duration	6 weeks – (5x2.5 hours plus one week enrolment)
Venue/Times 	Tameside ACE, Stamford Chambers, 68 Old Street, Ashton under Lyne, OL6 7RX  Wednesday mornings 9.30-12.00 Monday afternoon 1:00-3.30 <b>Please ring to confirm days and venue</b>
Main objective	This course is for people who have never used a computer. We will show you how to perform basic tasks and introduce you to a variety of skills such as word processing, file management and the internet.  <b>You will learn how to:</b> To start and shut down a computer  <ul style="list-style-type: none"> <li>➤ To gain keyboard and mouse skills</li> <li>➤ To learn how to use basic programmes</li> <li>➤ To save and organise your work</li> <li>➤ Create documents</li> <li>➤ Format and insert images</li> <li>➤ Go online and navigate information</li> </ul>
Method of study	Tutor-taught class.
Materials required	All learning materials provided.
Assessment methods	No formal assessment, but you will be closely monitored and supported on the course.
Possible progression routes	You will be able to progress to a higher level course in computer skills according to your ability; for example, Functional Skills in ICT.
Fees	<b>Free</b> if in receipt of some benefits <b>£17 - £51</b> depending on your circumstances Please call us to confirm how much you would pay
Contact for information	<b>Tel: 0161 342 4063</b>

Funded by