

## LEARNER INFORMATION

*Government legislation, introduced on 1 July 2007, places a total ban on smoking in public places; the College site has been smoke-free since September '05 - all users are required to respect this.*

### Data Protection

All students will be required to complete an enrolment form at their first session. Details given at that time are held on our computerised database and governed by the Data Protection Act.

### Equalities Statement

The County Council operates an Equality of Opportunity Policy. 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. We welcome disabled people and those with support needs, learning difficulties and medical conditions such as wheelchair users, those with mental health difficulties, epilepsy, dyslexia, D/deaf and partially sighted.

### Please tick box if you would like:

- further information about the range of support we can offer
- us to contact you, in confidence to discuss support available

  

Linton Village College  
Cambridge Road  
Linton  
Cambridge CB21 4JB

Phone: 01223 891233  
Email: [adulthoodeducation@lvc.org](mailto:adulthoodeducation@lvc.org)

**Hours:** 09:00-13:00 Mondays and Fridays  
14:00-18:00 Tuesdays, Wednesdays and Thursdays



# AN INTRODUCTION TO COMPUTERS

**LINTON VILLAGE COLLEGE**

**TUESDAYS from 19:00 to 21:00**

**COMMENCING 24 APRIL 2012**

**Tutor: TBC**

**£85 per 10 WEEKS**

## Any skills or qualifications needed for entry into class?

Enthusiasm and interest in learning how to use a computer efficiently and with confidence.

## Course Description

- ◆ Introduction to word processing - Microsoft Office
- ◆ Operating a computer and its peripherals: Mouse, keyboard
- ◆ Understand hardware and computer jargon
- ◆ Navigate the desktop - learn about drives, files and folders
- ◆ Identify and confidently use task bar, menu bars, dialogue boxes
- ◆ Saving, printing, opening and editing documents
- ◆ Introduction to touch typing
- ◆ Introduction to the internet/email
- ◆ Introduction to Desktop publishing

## Teaching/learning methods used

- ◆ Taught course with handouts for learners
- ◆ Progress will be monitored by your tutor with homework to reinforce learning
- ◆ Interactive starters and plenary (IWB)
- ◆ Group work, pair work and individual tasks

## Progression

By the end of the course you will be confident in turning a computer on, navigating the operating software - windows, open applications, understand how to word process, desktop publish and use the internet.

### TERM DATES 2011-12

**Autumn term: 19 September–2 December**

**Half term: 24 October–28 October**

**Spring term: 9 January–23 March**

**Half term: 13 February–17 February**

**Summer term: 23 April–13 July**

**Half term: 4 June–18 June**