



Next Steps with Computers

For illustration purposes only

What is this course about?

Many of us have some basic computing skills but we often find that we would like to develop our skills further.

The exact content of this course will be negotiated with each group and will depend on the particular needs and interests of participants.

What will I learn?

Topics could include some or all of the following:

- ◆ Saving and storing files and folders
- ◆ Protecting your computer
- ◆ Connecting other devices (e.g. digital cameras)
- ◆ Developing emailing skills: sending attachments, managing contacts, recognising scams
- ◆ Finding and using free software

How will I learn?

Your tutor will provide clear explanations and there will be the opportunity for plenty of hands-on practise with advice and support.

You could progress on to a number of further computer courses, such as:

Further Steps with Computers (10 weeks, non-accredited).

If you are looking to gain a qualification, you could progress on to **ITQ Level 1** (35 weeks), Level 1 Award or Certificate.

You will record your starting point and learning goals. You will also complete a portfolio of work that will be used as evidence for your qualification

We also offer a range of other computer courses, for example, family history research and digital photo editing.

What materials will I need?

Please bring a notepad, pen and a folder to store hand-outs.

Please see page 2 for further information

www.warwickshire.gov.uk/adultlearning

Course costs

For further information regarding fees, concessions and refunds, please see our website

www.warwickshire.gov.uk/adultlearning

Alternatively, contact your local area office for further advice.

Payment methods

We can accept payments by **cash, cheque** (made payable to Warwickshire County Council) **and as of September 2018 we are able to accept card payments.**

In order to claim any fee concessions, please bring in proof of eligibility.

Attendance

In order to get the most out of your course you will need to attend every week. If you know you are going to miss several sessions e.g. because of holiday, please talk to a member of staff before enrolling.

Do you have an additional support need?

There are many ways in which you can receive help with your learning.

If you feel you may need additional assistance please contact us before enrolling to discuss your requirements.

For further information please contact:

01926 738978 (Leamington Spa) aclsouth@warwickshire.gov.uk

02476 353065 (Nuneaton) aclnorth@warwickshire.gov.uk

01788 552933 (Rugby) rugbyacl@warwickshire.gov.uk

In line with Government and Warwickshire County Council policy, Adult and Community Learning have a responsibility to raise awareness regarding safeguarding, the Prevent Strategy and Fundamental British Values. This information will be provided at your first session.