

## Adult &amp; Community Education Course Information

|                   |                                 |
|-------------------|---------------------------------|
| <b>Day</b>        | Wednesday                       |
| <b>Start Date</b> | 8 <sup>th</sup> September 2010  |
| <b>End Date</b>   | 29 <sup>th</sup> September 2010 |
| <b>Start Time</b> | 6.00pm                          |
| <b>End Time</b>   | 9.00pm                          |

**For more information, contact:**

**Kettlethorpe High School  
Maths and Computing College  
Community Learning Centre  
Standbridge Lane, Sandal  
Wakefield WF2 7EL  
Telephone: 01924 229071  
Email: [info@khsclc.co.uk](mailto:info@khsclc.co.uk)  
Website: [www.khsclc.co.uk](http://www.khsclc.co.uk)**

|                       |             |
|-----------------------|-------------|
| <b>Level of Study</b> | Entry Level |
| <b>No. of weeks</b>   | 4           |
| <b>Hours per week</b> | 3           |
| <b>Course Fees</b>    | £22         |

(You may be entitled to either a free course or support with your fees and other costs. Please ask at your centre.)

|                          |                |
|--------------------------|----------------|
| <b>Additional costs</b>  | None           |
| <b>Qualification aim</b> | Non-accredited |

**Who is it for?** People with little or no previous experience or knowledge of how to use a computer.

**Course aims** The course aims are to develop an awareness of computer basics and to build learner confidence.

This five week course aims to give a broad overview of what a computer can be used for in every day living.

**Course content**

- How to use a computer mouse and keyboard
- How to use the basic functions of the computer desktop, Start button and taskbar
- How to use programs, menus and windows
- An introduction to the Internet and email
- How to create and save a text document
- How to recognise and find files and folders stored on the computer
- How to find, change and save an existing document
- How to print a document
- The importance of computer security, network security and the use of passwords

**Other information related to the course** The first class will include enrolment information and advice based on your existing IT skills, together with an induction to your learning centre and course.

You will need to practise your IT skills between classes. You can practise on your own PC if you have one, or on a public access PC at any Library in the District.

**What do I need to bring?** Folder and a pen

**Where next?**

Next Steps in IT  
Make the Most of the Internet  
CLAiT

**How to enrol**

Fill in an enrolment form and return to the relevant centre with your payment or proof of benefit. Alternatively go to the centre to enrol in person.

**Website:**

[www.wakefield.gov.uk/education/adulteducation](http://www.wakefield.gov.uk/education/adulteducation)

Date: 07/07/2010