

Computer Club - Boston



INTRODUCTION

This 9 hour package, spread over 3 sessions, has been specifically designed for those people who are new to using a computer. The 3 hour workshop sessions are kept to a maximum of 8 students and are led by an experienced tutor who will have ample opportunity to interact with the group.

WHAT WILL I DO

The first session will introduce you to using a computer. It will cover:

- How to control a mouse
- Identifying the parts of a computer
- Basic keyboard skills
- Enter and format text
- Save and print a document

The Internet section will cover:

- The basic features of the Internet
- How to access and navigate websites
- Using search engines
- 'Surfing the Internet' using websites of your choice

The E-mail section on the final session will cover:

- Sending and receiving e-mails
- Opening, reading and replying to messages
- Opening and sending attachments
- Printing and deleting messages

HOW LONG WILL IT TAKE

You can join sessions on either Wednesday or Thursdays from 10am - 1pm.

You can enrol at various times throughout the year.

ENTRY QUALIFICATIONS

No previous computer experience is needed to enrol on this package as it is intended for complete beginners.

WHERE COULD IT LEAD

This package will give you the confidence to "do the basics" on a computer or to move on to learn further skills. Qualification courses at Level 1, 2 and 3 are available covering the most popular computer applications.

FEES

£22.50.

Concessions available in some circumstances. Please ask for details.

HOW TO APPLY

You can apply for this course by applying [online](#), by filling out an application form from the College prospectus or by contacting the Information Officer on 01205 313218 for further information.

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.