

Computing for Beginners Learner Information Sheet.

The courses run between 5 to 10 weeks dependant on the term and are focused towards learners that have had no or very little experience with photography/digital photography.

Requirements for the course: Lap top computer, Pen/Pencil, USB stick, A4 folder.

PART 1

Week 1. Learners will be given an overview of the course, learners will introduce themselves and voice their goals, fill in required paperwork for course.

Content: Introduction to the course.
Your Desk top.

Week 2. Recap of week 1, Any questions from the previous Lesson.

Content: Surfing the Internet.
Create an Email.
Internet shopping.

Week 3. Recap of week 2, Any questions from the previous Lesson.

Content: Creating a Document in MS Word.
Create a simple spread sheet in MS Excel.
Databases and their uses.

Week 4. Recap of week 3, Any questions from the previous Lesson.

Content: Social Networking.
Twitter.
Facebook.

Week 5. Recap of week 4, Any questions from the previous Lesson.

Content: Printing.
Scanning.

PART 2

Week 6. Recap of week 5, Any questions from the previous Lesson.

Content: Viruses.
Protecting your computer.

Week 7. Recap of week 6, Any questions from the previous Lesson.

Content: Taking better photos
Copying your photos to your computer

Week 8. Recap of week 7, Any questions from the previous Lesson.

Content: Parental Controls
Burning files to a CD/DVD

Week 9. Recap of week 8, Any questions from the previous Lesson.

Content: iPod's MP3 players.
iTunes.

Week 10. Recap of week 9, Any questions from the previous Lesson.

Content: Open session for you to ask those questions that never got answered in the previous sessions.

For more information contact:

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