

ADULT NIGHT CLASSES



Fact Sheet

Computing For The Terrified

This course aims to provide you with the skills and knowledge to enable you to feel comfortable with computers by using applications efficiently and effectively. It is designed for people who have never used a computer before. So if you are computer illiterate this is the course for you. It will provide an introduction to basic computer concepts and terminology to understand how a computer works and how it can be used for personal, educational and business needs.

There are no prerequisites but you must have a clear understanding of written and spoken English.

Course Outline:

This course offers you the opportunity to explore the computer environment and to feel comfortable working with a computer system and a variety of software at a basic level.

Course will cover:

An explanation of hardware, software and operating systems

Basic functions of Windows Explorer

Keyboard layout, use of the mouse and printing

Introduction to some popular applications:

Introduction to Microsoft Word – word processing

Introduction to Microsoft Excel – basic spreadsheets

Introduction to the Internet

Introduction to Email (Yahoo Mail)

It will also show you how to:

Start up a computer and shut down a computer correctly

Back up data

Manage electronic files, navigate through a computer system

Open and close software programs

Retrieve and store data

Create basic data files

Basic burning to CD
(documents/music/photos)

Connecting your digital camera & downloading photos to your computer

Assessment

This is not a certificate course and there is no formal assessment for this course. Due to the flexible nature of Adult Education classes, parts of the curriculum may be adapted to suit the needs of the class.

A Certificate of Participation may be issued on request.

Telephone: 08 8920 1200

Facsimile: 08 8920 1222

Cnr. of Trower Rd & Parer Dr, Casuarina

PO Box 40196, Casuarina 0811

www.schools.nt.edu.au/csc

Further questions or course advice:

08 8920 1200 or email us at

csc.nightclasses@ntschoools.net

Note: All classes need a minimum number of students to go ahead. If your class does not have enough students it will be cancelled and you will be informed.

Term 1 – 2009 commences
week beginning February 9th

Term 2 – 2009 commences
week beginning April 27th

Term 3 – 2009 commences
week beginning August 3rd

Term 4 – 2009 commences
week beginning October 12th