



White Hart Lane  
Portchester  
PO16 9BD

Head Teacher: Mr. Roger Matthews

Telephone: 023 9236 4399

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## PO30 COMPUTER SKILLS FOR BEGINNERS

<b>DAY AND TIME:</b>	Monday 7.00 pm – 9.00 pm
<b>VENUE:</b>	Portchester Community School
<b>TUTOR:</b>	Linda Turner
<b>DURATION:</b>	10 weeks
<b>COST:</b>	£80.00
<b>COURSE COMMENCES:</b>	Autumn Term – 20 <sup>th</sup> September 2010



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This 10 week course is ideal for students with no previous knowledge in the subject and who wish to become familiar with a computer's basic functions and its practical use in the home.

The course will include the following, but a flexible approach will be taken so that participants can get as much from their computers as time will allow.

- Introduction to hardware – the main components of a computer set up and their significance to a computer user e.g. desktop/tower, monitor, keyboard, mouse, printer etc.
- Mouse control
- Computer terminology
- Managing and creating files
- Introduction to Microsoft Windows (operating system)
- Using Microsoft Office (software program)

*50% discount on course fees for those claiming a means tested benefit  
Refund Policy – we can only refund course fees due to serious illness or sudden move a £10 admin  
fee will be deducted*