

“CHOICES” AT POYNTON COMMUNITY CENTRE  
107 PARK LANE, POYNTON  
TEL; 01625 875555



# COMPUTING FOR THE TERRIFIED

## BEGINNER LEVEL

THIS COURSE IS DESIGNED FOR THOSE WHO ARE NEW TO COMPUTING AND BY THE END OF THE COURSE SHOULD BE ABLE TO USE A COMPUTER AT A BASIC LEVEL.

THE COURSE WILL TOUCH ON A VARIETY OF AREAS SUCH AS WORD PROCESSING TO PRODUCE LETTERS AND DOCUMENTS, SPREADSHEETS FOR COMPILING LISTS OR DATA, THE INTERNET AND SENDING E MAILS. ALSO STUDENTS WILL LEARN THE BASIC STRUCTURE AND TECHNICAL TERMS USED IN COMPUTING.

YOU WILL GAIN THE CONFIDENCE TO USE A COMPUTER IN YOUR EVERYDAY LIFE.

COMPUTING IS AN ESSENTIAL PART OF MODERN DAY LIVING AND THIS COURSE WILL GIVE YOU THE BASICS TO PROGRESS FURTHER TO OTHER COURSES WHERE YOU CAN DEVELOP THESE SKILLS FURTHER.



**NEXT DAYTIME COURSE COMMENCES**

**MONDAY 13th SEPTEMBER 2010**

**10AM**

**(BOTH COURSES 20HRS OVER 10 WEEKS)**

**Course fee: £60.**

