

COURSE INFORMATION 2007/2008

IT Taught Learning Courses at Appleby Online Centre

Two types of IT courses are run at Appleby Online: workshop based flexible courses, and tutor led fixed time courses. This leaflet is about the fixed length tutor led courses we run.

We recommend that computer beginners start with our one-to-one session First Time Online which can be booked at any time. This teaches you how to use a mouse and keyboard, as well as a first look at using the Internet. This leads on to Computers for Beginners Part 1. If you already have a little experience with a mouse, then Computers for Beginners Part 1 is a good starting point.

First Time Online

For absolute beginners, a free starter that you go through at your own pace, with one-to-one support when you need it. Course duration: 2-3 sessions (up to 6 hours) booked in advance with one of our tutors.

Computers for Beginners Part 1

Five week course, 2½ hours per week, free of charge

This is very informal, with no tests and plenty of opportunity to work at your own pace. It covers:

- Correct use of a computer and basic terminology
- Using Windows and opening applications
- Accessing the Internet using Internet Explorer, finding and browsing web sites
- Sending and receiving emails
- Computer security: virus protection and firewalls

Computers for Beginners Part 2

Five week course, 2½ hours per week, £30

This is a follow on course, but is also suitable for people with some experience using the internet. It follows the same informal style, with no tests. It covers:

- Using emails: replying, forwarding and saving addresses
- Using the Internet: effective searching for information
- Creating a Word document: writing a letter, saving and printing
- Further computer security issues

Intermediate Internet

Four week course, 2 hours per week, £35

The final stage in our Internet learning path. This course covers:

- Email attachments
- Filing emails in folders
- Interactive use of the Internet: using forms, shopping, using e-services
- What's on the world wide web - an overview of the many different things you can do on the Internet once you have learnt the basics

Digital Image Editing

Five week course, 2 hours per week, £50

Using Photoshop Elements to enhance and improve your digital photographs. Includes:

- Cropping
- Brightening
- Adjusting colours
- Cloning areas to hide blemishes
- Removing red eye
- Resizing images to send as email attachments

Managing Documents and Digital Photographs

1 session, 2½ hours, £8

A one-off session that helps you 'take control' of your computer. Essential information if you want to use your computer for digital photographs, and also useful for saving documents and finding them again!

Special Web Sessions

Individual sessions, 3 hours each, £12

Each session covers a set of topics related to the Internet. Topics include:

- Internet security and safe shopping/banking
- Keeping your children safe on the web
- Blogs, wikis and how you can have your say on the web
- RSS feeds and podcasts - news, music and video delivered to your PC
- Getting a presence on the web - where to start if you need a web site of your own
- Services on the Internet. How to find out about your rights, use government services such as car tax and passport renewals, submit planning applications online etc

Course Arrangements

Places must be booked and course costs paid in advance. Please let us know if you cannot attend a session as we often have waiting lists. Information is valid at February 2008, but may be subject to change so check for our latest prices and opening hours

Contact the Centre

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