

# Slough *Lifelong* Learning

Raising learners' aspirations and achievements

## Make Your Computer Work For You

### Venue

Slough & Eton Adult Learning Centre

### Sessions

10 Weeks



### Course Aim

This free 10-week course is intended for people who can use the computer reasonably well and now want to get an understanding about computer security issues and learn to manage files & carry out other housekeeping tasks. It will provide learners with a basic understanding of computers especially with respect to various aspects of online security.

### Planned Outcomes

As a result of your learning you should be able to:

- ✓ Interact with and use IT systems to meet needs
- ✓ Organise, store and retrieve files appropriately
- ✓ Understand the need for safety and security practices
- ✓ Maintain system and respond to common IT problems

### Planned special activities

Create a portfolio of work during the course which will be submitted to earn an accredited qualification.

### What qualification will I gain from completing this course?

2 Credits at Entry 3 Level in IT User Fundamentals. Accredited through the National Open College Network (NOCN) *(for learners who wish to apply for and gain a qualification)*

### Where do I go next after this course?

- ECDL/New CLAIT or IT skills for work – Other Microsoft Applications
- Call our Information, Advice and Guidance advisors on (01753) 476605.

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**To book a place on this course call (01753) 486047 or (01753) 476611**

**Slough Lifelong Learning, Slough and Eton Adult Learning Centre**  
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