

COURSE OUTLINE

COMPUTER TRAINING SERVICES

Croydon • London • Kent



training

Online Basics

City and Guilds ITQ Entry Level 3

Duration: 6 weeks, 2 hours per week
Every Thursday 10am – 12pm



Who Is This Course Suitable For? Complete Computer Beginners

Online Basics & Online Plus: Course Outline

Starting with a Keyboard

Keyboard Basics
More about the Keyboard

Starting with a Mouse

Mouse Basics
Using a Mouse: the “Click Factor”
Using the Mouse: Scrolling
Try your new Skills
More Practice: computer Basics

Using a Computer

Parts of a Computer or Laptop
Turning Computers on and off
Changing Settings
Using Programs and Managing Files
Compute Safety
Using a Computer: Quiz

Internet Basics

About the internet
Getting around Online
Playing by the Rules
Internet Basics: Quiz

Completing online forms

What is an Online Form
Filling in your Details
Multiple Choices
Helping Barbra

Understanding Public Services

The Benefits of Online Services
Searching GOV.UK
Online Transactions
Using Local Government Websites
Understanding Public Services Online: Quiz

Making Money Work

Setting a budget
Saving
Borrowing
Planning for Later Life
Protecting your Family
Make Money Work: Quiz

Shopping Online

Introduction
Shopping Online
Online Payment methods
Consumer Rights
Shopping Online: Quiz

Facebook and Socialising Online

Getting Started with Facebook
Connecting with Friends
Privacy Settings
Sharing Photos and Videos
Groups and Pages

Online Banking

Getting Started
Managing your Money
Making a Payment
Staying Safe
Online Banking: Quiz

Staying Safe Online

The Basics
Protecting your identity Online
Buying Online
Staying Safe Online: Quiz

**For an information pack or to book courses, please telephone:
Moa Larsson on (020) 7831 - 4546 or Email: Moa@sandg.co.uk
or visit our website: www.ComputerCourses.co.uk**