

4. BASIC I.T. PACKAGES



WHO IS THE COURSE FOR?

Do you know people who, when you mention the word 'computer', they say 'I wouldn't even know where to start? Well this course is for them. The course starts by teaching people how to switch on a computer and log on. By the end of the course most people will be able to search the internet, write an e-mail, save it and send and receive an email back.

WHY ATTEND THIS COURSE?

Technology is a bit like marmite. Love it or hate it we need to embrace it. It is the way of the future whether applying for a job, searching for a recipe, or learn how to send an e-mail to a friend. Often the reason people don't like something is because they don't understand it! This course is designed to be intentionally repetitive and step-by step so that by end of the course you can see how useful computers are in our everyday lives, you may even start to love technology.

WHAT DOES THE COURSE COVER?

- How to switch on a computer
- How to login to a computer using passwords
- How to use search engines on a computer to find anything you want to find out about
- How to search employment websites
- How to send and receive a professional e-mail
- How to send and receive a personal e-mail
- How to add an attachment to an e-mail
- How to apply for work on-line
- How to receive e-mails and open attachments in an e-mail you have received

HOW LONG IS THE COURSE? HOW MUCH WILL IT COST?

Both the course length and the cost will vary. We can design and deliver a course to your requirements. We offer a free of charge consultation meeting to discuss course options and the length of the course.

TRAINING METHODS AND TECHNIQUES

We offer a wide range of interactive and engaging training techniques. As we all learn differently, each course has a visual, auditory (listening), kinaesthetic (movement) and retrospective, (looking back – reflective) element to appeal to every learner. We adapt according to the diverse needs and abilities of the individual or group.

We also offer extensive public speaking and interviewing experience to offer each training programme.

Please note: All our courses are currently unaccredited. However we can design accredited courses based on specific outcomes as long as your organisation or company has the relevant accreditation for the course.

For more information please contact Giselle or Fran on 075903 95089 or email contact@outsidetheboxeducation.co.uk