



## Course details

### Course title

Pre-Entry Essential Digital Skills: Understanding Your Computer

### Course code

Q00020743

### Course date

Start: 20/01/25

End: 10/02/25

### Number of classes

4 sessions

### Timetable

Mon 20th Jan, 13:00 to 15:00

Mon 27th Jan, 13:00 to 15:00

Mon 3rd Feb, 13:00 to 15:00

Mon 10th Feb, 13:00 to 15:00

### Tutor

Kay Parker

### Fee range

Free to £33.60

### How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

### Venue

The Shed (Warsop)  
The Adam Eastwood Building  
Wood Street, Warsop  
Warsop  
NG20 0AX

## **Level of study**

Pre-Entry

## **Course overview**

Understanding a computer: how to turn a laptop on and off, use its controls and functions, access the accessibility tools. To describe the difference between hardware and software, apps and programs.

## **Course description**

A four-week course will concentrate on the various components that make up a laptop and how a laptop's hardware connects to a charger, mouse and printer. We will also find out how to use a laptop to connect with software using the Internet.

Part of the course will be to look at Health and Safety as well as how to stay safe online. The course will include an introduction to using the WEA's virtual learning platform – Canvas – and how it works alongside other digital tools, for example, web browsers and Microsoft Office 365.

## **What financial support is available?**

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need.

## **What other support is available?**

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

**Source URL:** <https://www.wea.org.uk/courses/skills-work/digital/20-january-pre-entry-essential-digital-skills-understanding-your>