

**Course Code.**

20VOCCOMTER

**Course Name**

*Computers for the Terrified*

**Course Duration**

*6 Weeks*

*6:30 – 9:30 pm*

**Course Dates.**

*Night Class*

*Starting Tuesday (Date to be advised)*

*Tutor Lisa Gartlan-Betinsky*

**Course Location.**

*Training Room 79 Henty Street*

*Casterton*

**Email**

*nh@ochcasterton.com.au*

**Venue Facilities.**

*All learners will have a quality workstation with fast internet access. Each lesson will be delivered using a combination of power point, hands on learning and class handouts.*

**Course Description**

*The course covers basic introduction to computers for those who are wishing to understand and use their computers better. The course will introduce you to computers and how they are used in the home, school and workplace and is designed for people who have either no previous computing skills or for those who might have previous limited and/or informal training.*

*You will learn in a very easy, slow paced and friendly environment where you can feel comfortable to ask questions. Ideal for all ages and learners.*

**Materials**

*A USB Key, notepad and pencil are required.*

*Your tutor will supply some handouts during your classes and give you a PDF (electronic) copy resources for you to print at home.*

Old Courthouse Community Centre.  
31 & 79 Henty Street  
Casterton. VIC 3311

Telephone: 03 55 812139

Email: [nh@ochcasterton.com.au](mailto:nh@ochcasterton.com.au)

[www.oldcourthousecommunitycentre.com.au](http://www.oldcourthousecommunitycentre.com.au)



## Course Fees

\$60.00 (\$55.00 Concession)

## Enrolment Forms.

*You can download an enrolment form and call into the Old Courthouse Community Centre to have your enrolment processed.*

## Course Content

### Computer Hardware

*The Various parts of a computer and setting up a computer.*

### Operating Systems.

*Learning and using window 10 and discussions on other operating systems.*

### Windows file management.

*Saving, storing and retrieving files and documents.*

### Basic Microsoft Processing

*An introduction to Microsoft Word learning how to produce simple documents.*

### Internet, email and Social Media

*Using the Internet to send and retrieve information, attaching files and photographs to emails (Gmail as example), using browsers, and introducing social media – Skype, Facebook.*

### Keeping Your PC Safe

*Looking at security and antivirus protection of your computer.*

## Questions?

*If you require further details contact Old Courthouse Community Centre, Casterton.*

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