

Encounter Computer Courses

Encounter Centre offers the public two basic computer training courses.

ENCOUNTER THE COMPUTER includes Word Processing, file management and basic computer skills.

ENCOUNTER THE INTERNET includes finding information on the internet and sending and receiving emails.

The courses are designed for beginners and can be completed as independent units. No pre-requisites are required for either course which means that the courses can be completed in any order or even concurrently.

Encounter the **INTERNET** 2016

- Computer Fundamentals
 - Finding Information on the Internet
 - Sending and Receiving Emails
 - Working with Images
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Encounter Centre

42 Armstrong Road,
PO Box 1360
Victor Harbor SA 5211

Phone: 8552 2995

E-mail: encinc@hotmail.com

www.encountercentre.com.au





Course Delivery

This course is designed for beginners and is delivered using in-house computer systems. It is divided into 4 main parts—Computer Fundamentals, Finding Information on the Internet, Emailing, and Working with Images. It is broken into 9 x 2 hourly sessions providing 18 hours of training. The Internet Course will be repeated on a termly basis throughout 2016 if there is sufficient interest.

Course Outline

Part 1: Computer Fundamentals

- Computer hardware components
- Microsoft windows concepts
- Organizing documents
- Copy, Cut and Paste
- Text editing and formatting

Part 2: Finding Information on the Internet

- Finding website information using URLs, search engines and links
- Saving favourites
- Printing information from websites
- Copying text and pictures from website

Part 3: Emailing

- Signing up for Gmail account
- Receiving, sending and replying to emails
- Adding contacts to the contact list
- Adding attachments to emails

Part 4: Working with Images

- Understanding 'My Pictures' Interface
- Managing images including creating folders, moving images, deleting images, viewing images

- Using Paint to resize and crop images
- Downloading and Installing FastStone
- Using FastStone to resize batches of images

Dates 2016

- Tuesday 9 February—5 April 2016
1:00 pm -3:00 pm
- Tuesday 3 May—28 June 2016,
1:00 pm -3:00 pm
- Tuesday 26 July—20 Sept 2016,
1:00 pm -3:00 pm
- Tuesday 18 Oct—13 Dec 2016
1:00 pm -3:00 pm

Requirements

Students will need a USB memory stick

Cost

Course cost \$60.00.

This foundation skills course is funded through the Government of South Australia's WorkReady initiative.