

COURSE SYLLABUS

Course Code	BCA01
Course Title	Basic Computer Awareness
<u>Duration</u>	10 hours contact time, 15-20 hours non-contact time ** – 30 hours total (One session is 2 hours)
<u>Qualification</u>	Nationally recognised Northern Ireland Open College Network (NIOCN) Accredited Level 1, Credit Value 1 *
<u>Training Level</u>	Beginner
<u>Prerequisites</u>	None required
<u>Summary</u>	This course is specifically designed for any user who is new to the world of computers and who perhaps has not even switched one on! Modules cover word processing to Internet and Email. A nationally recognised Northern Ireland Open College Network (NIOCN) award will be given to successful candidates who complete the course. *
<u>Price</u>	Price Category A Our full price list is available on request

To enrol on this course or contact media mount for further information visit our website

www.mediamount.co.uk or telephone (+44)(0)28 9147 2020



Course Objectives

1. Introduce the basic functions of a computer to the learner
2. Enable the learner to open, work with, save, print and close documents in a range of computer applications
3. Access the Internet and Email

Topics

Module Title	Outline
Basic Computer Components (Microsoft Windows)	<ul style="list-style-type: none"> • Identify basic types of computer hardware • Correctly start/boot-up and shut down a computer • Use a mouse and keyboard to instruct the computer • Identify and use the Windows Desktop • Windows Help
Word Processing (Microsoft Word)	<ul style="list-style-type: none"> • Open and navigate a word processing package • Save, close, re-open relevant files • Show, hide, use and choose the Office Assistant • Format text • Align text on the screen • Copy, paste and cut text • Identify and correct spelling and grammatical errors
Desktop Publishing (Microsoft Publisher)	<ul style="list-style-type: none"> • Open a new Microsoft Publisher document • Create and edit documents using the 'wizard' tool
Internet (Microsoft Internet Explorer)	<ul style="list-style-type: none"> • Identify the features of an ISP • Connect to and browse the World Wide Web • Use a search engine effectively • Add Favourites/Bookmarks
Email (Microsoft Outlook Express)	<ul style="list-style-type: none"> • Open the Inbox and open an email • Connect to the Internet and download email • Create and send an email • Forward and reply to emails

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes

* Cost for NIOCN certificate is £12 – this will be added to the training total upon registration with NIOCN
 ** Extra non-contact learning hours will be needed to successfully gain the NIOCN certificate. Non-contact time is defined as work done towards completing the course outside of the 'classroom' environment