Computer Skills

QQI Level 2

Computer Skills

M2T11

This is a Plain English
Course Information Book

Who can do this course?

This is a QQI Level 2 course.

This course is for anyone that wants to learn more about using computers.

We can support you with communication, reading and writing.

We will use pictures, symbols and DVDs to help you learn.

It will help you on the course if you have some experience of using a computer.

It will help if you are interested in technology.

Before you apply for the course, check you understand and are happy with:

- The learning goals

- The assessment you will have to do

- The time the course will take.

How long will the course take?

This course will take around 25 class hours.

You will do work in class and some work at home.

This course is worth 5 credits.

The trainer will tell you how many weeks the course will be on for.

The trainer will tell you how long each class will last.

Ask staff in your centre for more information.

What assessments will I have to do?

The assessment for this course is called a portfolio.

You keep all the work you do on the course in a folder.

This folder shows the information and skills you have learnt on the course.

Your work will be assessed at the end of the course.
This means your folder will be checked.

The people looking at your work decide it is good enough to pass or that you need to do some more work.
Your work will be assessed by:

- Your Trainer

- Another person from St. Michael's House

- A person from QQI

What will I learn on this course?

On this course you will:

- Find the different parts of the computer

- Turn on and off the computer safely

- Use a keyboard to type into the computer. Use a mouse

- Learn to put a picture into a document, save information and print

- Understand why it helps to save information

- Find pictures and buttons on the computer screen, for example, close, print, save

- Use the internet and understand how it can help us

- Find out about different programmes on the computer and how they can help you, for example, Word, Excel, PowerPoint, Email.

Where is this course on?

This course will be on in centres in St. Michael's House.

It may also be on in different places in the community.

Ask staff in your centre for information.

You can also contact Teresa or Paula for information.

Ring Teresa on 01 299 0565

Email: teresa.gadd@smh.ie

Ring Paula on 01 862 2458

Email: paula.smytth@smh.ie

How do I get a place on this course?

Ask staff in your centre for an application form.

Fill in the form.

Send it to Teresa in Goatstown or send the form to Paula in Santry Hall.