**Basic Computers**

This programmes aims to increase the learner’s knowledge of key elements of computer use. This programme is designed for people who lack confidence using computers and have minimal computer experience.

**Learning Outcomes**

Learners who successfully complete this programme should

* Learn how to start and shut down computers
* Learn how to open computer applications
* Set up an email and use it to send and receive emails
* Learn key tasks such as saving files
* Learn key tasks copying, cutting and pasting
* Improve their knowledge of keyboard and typing skills
* Improve their knowledge of search engines and how to use them effectively
* Improve their knowledge of social media

Learners will avail of Laois & Offaly Education & Training Boards Computer Suites. Learners do no need their own laptop or personal computer to do this course.