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Fairfield West Public School

Free Parent Computer and iPad Courses

Parents, we're here to help you become more confident using the computer. It is so important for you to learn in order to help your children online, get access to resources and support your child with computer based skills. Being confident in using computers will help you help your child at school.

Why do we want to help you understand computers and iPads?

Educating you about computer basics will help you get more involved with your children's education. The more parents are involved, the higher the student success. It's a fact!

Why do I need to know about computers and iPads?

Show your children that you are serious about learning too. Computers and iPads are everywhere, and often available in libraries, schools and other public places. Being computers literate is vital to our future.

How can I develop my confidence using computers?

You're in luck. We have a computer lab and an iPad lab available where we offer classes to learn and practice your technology skills. **Friday afternoons 12.30 – 2.30 absolutely free!**

Please fill out the application below to enrol and hand it in to the office. You can join in at any level. At the end of the course, you will receive a certificate for attendance and participation.

Spaces are limited to 15 participants. Be in quick! We will contact you to confirm your place.

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I am interested in enrolling for the: *(tick 1 or all of the boxes)*

- Basic Computer Course in term 2
- Intermediate Computer Course in term 3
- Advanced Computer course in term 4

My full name is _____ (please print)

Contact phone numbers _____

My child/children is/are _____ (name/class)

Basic Course – Term 2	
Session 1 Week 4 24 th May Friday 12.30 – 2.30	Computer Basics Getting to know the computer <ul style="list-style-type: none"> - Turning it on - Naming parts of the computer - Using the computer - Safety online
Session 2 Week 5 31 st May Friday 12.30 – 2.30	Word Processing 2 sessions Creating word documents. <ul style="list-style-type: none"> - Saving and creating word docs - Basic formatting like bold, italic and centre - How to print.
Session 3 Week 6 7 th June Friday 12.30 – 2.30	Word Processing 2 sessions Creating word documents. <ul style="list-style-type: none"> - Inserting tables - Adding images - Adding weblinks - Hyperlinking
Session 4 Week 7 14 th June Friday 12.30 – 2.30	Email skills <ul style="list-style-type: none"> - How to use emails. - Setting up a free email account - Send an email - Receive and reply to an email - Attach a file to an email
Session 5 Week 8 21 st June Friday 12.30 – 2.30	Internet skills <ul style="list-style-type: none"> - How to use the internet - What is the internet? - How to go to websites - Using the internet - How to do searches
Session 6 Week 9 28 th June Friday 12.30 – 2.30	Celebrating our success session <ul style="list-style-type: none"> - Bring a plate - Revision and certificate

Learning to use the computer

Learning how to create better homework projects

Learning how to search, connect and email

Intermediate Course – Term 3	
Session 1 Week 4 9 th August Friday 12.30 – 2.30	Multimedia – Photographs <ul style="list-style-type: none"> - Saving multimedia from phone or tablet to computer - Using your computer as a tool to combine media, save it to computer or email it
Session 2 Week 5 16 th August Friday 12.30 – 2.30	Creating a PowerPoint <ul style="list-style-type: none"> - PowerPoint projects with pictures. - Adding hyperlinks.
Session 3 Week 6 23 rd August Friday 12.30 – 2.30	Creating a PowerPoint <ul style="list-style-type: none"> - Special effects session on adding transitions - Adding sound
Session 4 Week 7 30 th August Friday 12.30 – 2.30	Making movie with movie maker <ul style="list-style-type: none"> - Making a movie with pictures - Adding text to movie - Editing
Session 5	Making movie with movie maker

Learning how to make movies

Learning how to make PowerPoint projects

Week 8 6 th September Friday 12.30 – 2.30	<ul style="list-style-type: none"> - Using timeline - Adding extras to movie
Session 6 Week 9 13 th September Friday 12.30 – 2.30	Celebrating our success session <ul style="list-style-type: none"> - Bring a plate to share and celebrate completion of course - Revision and certificate

Advanced Course – Term 4	
Session 1 Week 4 1 st November Friday 9 - 11	Using excel <ul style="list-style-type: none"> - What excel is - How to add tabs - How to total
Session 2 Week 5 8 th November Friday 9 - 11	Using excel <ul style="list-style-type: none"> - Creating a budget
Session 3 Week 6 15 th November Friday 9 - 11	Ipad Creating a movie using SPLICE. <ul style="list-style-type: none"> - Making a movie with ipad on free app - Other resources on iPad
Session 4 Week 7 22 nd November Friday 9 - 11	Ipad Creating a Digital story using StoryKit <ul style="list-style-type: none"> - Making a story online - Other resources on iPad
Session 5 Week 8 29 th November Friday 9 – 11	Social Networking <ul style="list-style-type: none"> - What are the different social networking sites - Pros and cons
Session 6 Week 9 6 th December Friday 9 - 11	Celebrating our success session <ul style="list-style-type: none"> - Bring a plate to share and celebrate completion of course - Revision and certificate

Learning how to do a budget on Excel

Learning how to use the iPad

Learning about social media