Centacare – Introduction to Computers

Program Content

Basics 1: Computer parts, purpose and function

- Participants will:
    - Identify parts of a computer including keyboard, mouse and hard drive. They will learn about what each part does and how all the parts work together.
    - Learn about the different actions a computer can perform such as to look up information, type letters, send emails.

Basics 2: Ready Set Go

- Participants will:
    - Learn about setting up their workstation in the most ergonomic way
    - Turn on the computer and set a password to login
    - Log off and shut down the computer

Basics 3: Mousing about

- Participants will:
    - Practice their clicking skills and learn about the use of the left and right side of the mouse
    - Learn how to use their mouse to click on various areas of a window including how to scroll and close a window/reopen a window.

Basics 4: Word Basics

- Participants will:
    - Commence practicing typing and learning about keys on the keyboard.

Our participants are examples of common traits and desires displayed by participants regarding computers:

- Participants would like to know how to use a computer as they are everywhere in the community including libraries, shopping centres and work.

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- There is a sense of excitement knowing our participants are going to learn to use a computer; this is evident when participants were briefly given the opportunity to use a computer as part of life skills; participants were very enthusiastic.
- There is also a sense of anxiety among participants when faced with the possibility of using a computer as they are scared it 'might break'.
- Many services that participants will be required to use now and in the future are all online including the NDIS portal, email, Service NSW and My Gov are all online. Our aim would be to eventually teach participants how to navigate to such applications.

Program Delivery

- Focus will be on one subject area for a four week period (minimum). Participants will move onto the next topic when they are comfortable in the current subject.
- New subjects will be introduced as an add on to the previous.
- Sessions to take place on site using hardware provided by Centacare.

Program Goals

The primary goal of the beginner course to computers is to reduce anxiety felt by participants when faced with the need to use a computer.

To educate our participants on the uses for computers and how computers can make can simplify their and their carer's lives

If there are specific goals for a participant, delivery can be tailored and individualised for that participant.

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