

WELCOME TO ARKS

Introduction to packs

We should like to welcome learners, community and social workers, mentors and volunteers in different European countries to this learning and teaching pack.

This is one of a series of packs being produced by a transnational team of workers from Finland, the Netherlands, Northern Ireland, the Republic of Ireland and Scotland. The packs are aimed at adults with a limited experience of education, who probably left school early and have never returned to education since their schooldays. We believe that all adults in our society should have the chance to be included in 'lifelong learning'. Our lives and our society are changing so fast that we now all need to learn throughout our lives and we want to include everyone in this learning so that certain people and certain groups do not continue to be marginalised.

We hope that these packs will be used in many different contexts: in return to study groups and in colleges but also in the workplace; by individuals who cannot attend regular classes; by mums at home and by people wanting to take a more active part in their community. We hope you will find the materials useful for study, but also transferable to many other areas of your life.

Who are the packs aimed at?

The packs have been written for adults who have left school early with minimal educational qualifications, but who now want to be involved in some sort of learning. Students should be able to read and write. They will probably need help in how to set about their learning and may lack confidence in their ability to study. There are many people across Europe in this position and it is difficult for them to enter further education, training or jobs with no qualifications. The aim of these packs is to help this group of adults to overcome the barriers that prevent them enjoying education and offer them an approach which seems relevant, interesting and at the right level. If you are in this position please let us know whether the packs are helpful to you.

What do the packs cover?

The packs cover the key skills that we believe adults need if they are to be fully involved in our society. The series is planned to include :

Keys to Learning	Keys to Information Technology	1997
Keys to Communication	Keys to Numeracy	1998
Keys to Participation		1999

How to use this pack

The packs are written for individuals to work on their own and for group use. Usually students will need the support of a tutor and it is often helpful to share ideas with other students who may provide support and help overcome isolation. However, students should be able to use all these packs in a supported self study programme.

The packs combine materials from each of the countries and in most of the packs you will be able to select the activities and topics that suit you best - you are not expected to work through the whole pack.

The common values on which this pack is based are as follows:

We recognise students as whole people with their own individuality, self-determination, rights and responsibilities, and promote their contribution to a more inclusive society.

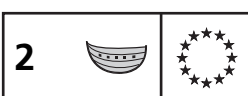
We ask students to value and use their changing life experiences as part of the learning process.

We focus on students' strengths and variety of abilities.

We fit learning around the individual and not the individual around the learning.

We seek to make learning accessible and meaningful to all students and transferable to all aspects of their lives.

We seek to integrate these values into the accreditation systems of each country.



A European pack

This pack has been produced by workers in 5 European countries and the activities reflect the varied ideas and experiences of each country. Each country has found the same challenges to exist: adults leaving school without the necessary qualifications are the most likely to be marginalised, the most likely to experience social and economic deprivation and to be out of work. The approach of the different countries has been similar in seeking activities that this student group can relate to and enjoy and use in their daily lives. The combination of the different approaches has produced packs rich in ideas and applicable to students across Europe.

Evaluation

We are trying constantly to develop and improve our practice with this student group. We enclose evaluation forms and should be most grateful for feedback on how applicable you found the pack to your context and how enjoyable and useful it was for you or your students. Please fill in the evaluation form and return it with your comments to :

Prue Pullen, 2nd Chance to Learn, 27 East Norton Place, Edinburgh EH7 5DR.

The form is also available on our Web site :

<http://www.ed.ac.uk/~calarks/arks>



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ARKS KEYS TO INFORMATION TECHNOLOGY

BOOK 1 INTRODUCTION TO COMPUTING

Introduction to Computing

This starter pack, Introduction to Computing is designed for you to work through on your own with some tutor support. Learning to use a computer will take some time, and as your confidence grows so will your ability to use the computer effectively. Most of the operations to be performed on the computer have to be done in the same way, all the time. If something does not happen the way you expect it to, do not assume that it is your fault. Often computers react more quickly and you may not have noticed if you missed selecting something. Expect at times to become frustrated with the machine; this is normal!!!

This section of the starter pack is to help you learn the basic functions of the computer. You are not expected to know anything at all when beginning this section. You may have some fears and worries about using a computer but remember that with practice you will become confident and competent on the computer.

Making mistakes is the best way to learn.

Important points to remember:

- A computer is a machine
- It will not shout at you
- It will not cry
- It can only do something if YOU tell it to
- It will only break if you throw it out of the window!!!

This starter pack will introduce you to some of the 'language of computers'. These words in the text are **highlighted** (or darker) than the rest.

While you work at the computer it is important to remember a few simple rules. For your own safety, remember that computers are electrical equipment and can therefore be dangerous. If any of the cables or wires that are attached to your computer become damaged you should seek the advice of a qualified person to check and replace them. **Never** open up any part of a computer, even if it is switched off. **Never** have any liquids (tea, coffee, etc) or food near a computer.

It is also important to be comfortable while sitting at a computer to avoid any problems with back, neck and eyes. The computer screen should be at eye level and the chair you use should allow you to have both feet placed on the floor. You should also take regular breaks away from the computer.

Remember that learning to use a computer takes time and practice. If things do go horribly wrong then start again. Think about the last time you learned something. If you drive a car think back to the time when you took your first driving lesson!!!



Activity 1

Can you list the things that are important to remember while using a computer?

Write your comments in the space below.

What is a Computer?

A computer is an electronic device which can carry out different tasks. Information (**data**) is typed or keyed in using a keyboard. **YOU** need to give instructions to the computer to tell it what to do. These instructions have been carefully put together and are known as '**programs**', '**software**' or '**applications**'. For example, when writing a report or typing a letter you would use a '**word processing**' application. Some applications can also include '**spreadsheets**' for doing accounts or keeping records of figures. To keep lists of things you could use a '**database**'.

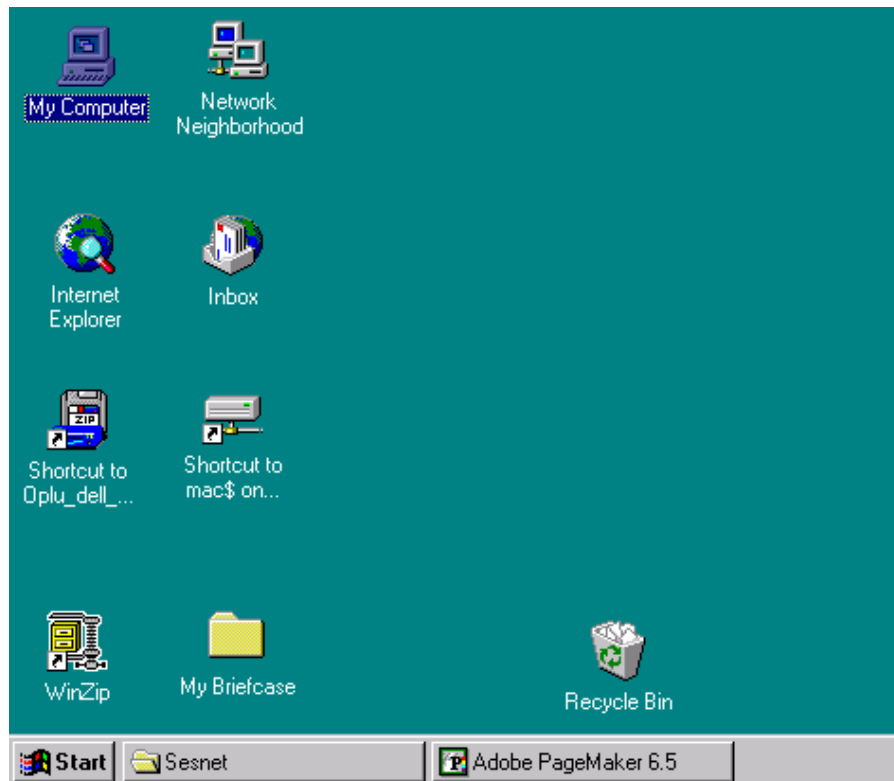
A computer system usually has a:

- **monitor** (screen)
- **keyboard** (for typing)
- **mouse** (for selecting things)
- **hard disk drive** (the part that operates things)
- **disk drive** (could also be called a floppy disk drive)
- some now have **CD-ROM** (for compact discs designed to be used in a computer)
- **printer** for printing out your work.

The **monitor**, **keyboard** and **printer** are called **peripherals**.

You may have heard the terms **hardware** and **software**. **Hardware** refers to the bits of the computer that are 'hard': the things you can lift and move around, not just the **peripherals** but other things that can be connected to the computer. **Software** are the things (usually on **disk** or **CD-ROM**) that have **programs** or **applications** that can be put into the computer.

When you start up your computer it will show a screen that looks something like this:



This shows a screen known as the **desktop** and you will see it every time you switch on your computer. The **desktop** lets you see what you can choose from, for example the small diagrams (known as **icons**) that are marked **My Computer** and **Recycle Bin**. Sometimes, depending on what is in your computer, there may be other icons. But generally you will always be able to see the **My Computer** and **Recycle Bin**.

When you double click on **My Computer** a window will open up.

The **HD** or **Hard Disk** is where the computer stores information. When working on the **HD** remember to be sure of the procedures for saving your work. You can think you have saved it on the HD when in fact you may have saved it on your **Floppy Disk**.

The **Recycle Bin** is used to get rid of work you no longer need. **Always** be very careful when you empty the **Recycle Bin**, because once you have put something in the **Recycle Bin** and emptied it, it is gone **forever**.

To help you remember what you have learned so far write in your answers to the following questions.



What you
have learned

- 1 What does **HD** stand for?
- 2 What do you see when you first switch on your computer?
- 3 What does **CD-ROM** stand for?
- 4 What do you use for selecting things on the computer?
- 5 What are the **mouse, monitor, keyboard** and **printer** known as?
- 6 What happens when you put something into the **Recycle Bin** and empty it?

If you had any problems with any of these questions, then please re-read the first part of this section.

How a Computer Stores Information

A computer can represent 'characters' electronically either by opening or closing an electric circuit. It can only recognise two 'characters'; **on** or **off** which are seen by the computer as 0 or 1. This is known as **binary**. A 'character' in computing is usually 8 bits long and is known as a **byte**.

For example:

8 bits = 1 **byte**

1 **byte** = 1 character (a letter, number, symbol or space)

Therefore the word CAR would be 3 bytes.

A **byte** is used to measure how much space there is on a **hard disk** or a **floppy disk**.

Written as:

1 kilobyte Kb or K = around 1000 **bytes**

1 Megabyte Mb or M = around 1,000,000 **bytes**
(1 million **bytes**)

1 Gigabyte Gb or G = around 1,000,000,000 **bytes**
(1 thousand **Megabytes**)

These figures are approximate as the computer works in **binary**. A **kilobyte** is really 1,024 **bytes**.

You will usually be working with 3.5" disks that have around 1440 kilobytes of space. The amount of space on your computer's hard disk will depend on the make and model. It is not necessary at this stage to be concerned with that.

Care must be taken when using disks. Avoid extremes of heat and keep away from liquids. As information is stored on a disk as a magnetic signal they should not be stored near anything that is magnetic, such as televisions, monitors, radios, vacuum cleaners or any electrical appliance that might have a motor.

When you use a computer you should have a routine approach to work. Before you begin you should have an understanding of:

- **How to switch on the computer**
- How to switch on and adjust any **peripherals** (these are the monitor, printer etc)
- How to finish using the computer
- How to switch everything off correctly

Some of the Basic Procedures

- Plug it in!!! (it is amazing that so many people forget this one)
- Usually there will be some sort of power switch that you need to start up
- Once the computer has **booted up** (warmed up) put your disk in the **disk drive** (this is usually at the front of the machine).

You need to put this in a certain way with the **front** uppermost



Front

Back

When you buy a **disk** there is nothing on it. That means you can use it in a PC (Personal Computer) or in an Apple Macintosh. The computer you use will prepare the **disk** for use in that particular computer. This is called **formatting** or **initialising**.

This prepares the **disk** so that the computer can read any information that you put on it. If you **format** a **disk** on an Apple Macintosh computer, then you can not use it on a PC unless you **reformat** it. If you **reformat** then you lose forever the information that was on it.

Before you began to think about learning how to use a computer you may have heard some 'computer language' such as hardware, software, integrated software package, spreadsheet, database, word processing, Internet and Email. We will start for the moment with hardware and software.

Hardware can be described as all the things that are 'hard': the printer, monitor (screen you look at), mouse (sits on a pad next to the keyboard), keyboard, computer case and anything that can be attached to the computer, so if you hit it, it would be hard!

By software we mean the applications and programs that you use in the computer. These could already be installed (already on the computer) or you can buy them from computer shops.

Using the Keyboard

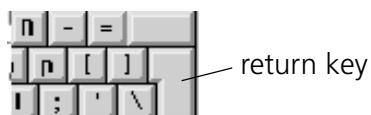
You do not need to be able to type to use a computer. It is helpful if you know your way around the keyboard.

This is a typical keyboard. It is called a Qwerty keyboard. This is because the top row of the keyboard spells the word 'Qwerty'. Even if you cannot type, try and learn where each key is.

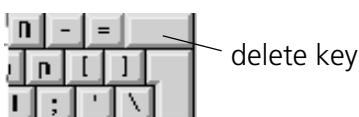


There are other keys which are important to know about: the 'return' key and the 'delete' key.

The **return key** is located next to the \ and] and is usually slightly L shaped.



The **delete key** is located on the very top row next to the = key.



The other keys that you need to know about are the Shift key and Caps key. On the diagram below the **Shift keys** are highlighted.

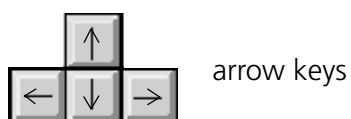


The shift keys are used for single capital letters by holding down either **Shift key** and the letter you want in capitals. They also let you type the symbols above the numbers by holding down either **Shift key** and the number key showing the symbol you want.

The **Caps Lock key** is located on the left hand side of the keyboard above the Shift key.

When you press the Caps Lock key it gives the instruction to type in capital letters only. You can usually tell when this is on because you will see the Caps Lock light on, located at the top right hand side of the keyboard.

The **arrow keys** are used to move the cursor around the page, depending on which direction you want to go in.



Here is a list of what some of the symbols on the keyboard are used for.

Symbol	Called	Used For
~	indent marker	To show the beginning of a list: ~Potatoes ~Carrots
'	Accent	Used in some non English words
!	Exclamation mark	Help!!!
@	At	2 apples @ 8p each
£	Pound (money)	£5 Five Pounds
\$	Dollar (American)	\$5 Five Dollars
%	Percent (out of 100)	Sale 20% off
^	Circumflex/accent	Not used in English words
&	And	As in Marks & Spencer
*	Asterisk	Used to give more information
()	Brackets	To enclose something (extra)
{ }	Brackets	To enclose something {extra}
[]	Brackets	To enclose something [extra]
_	Continuous line	_____
-	Hyphen	As in well-known Can also be used as a dotted line -----
=	Equal	2 + 3 = 5
:	Colon	To explain what comes after

Symbol	Called	Used For
;	Semi-colon	Used to divide a sentence
" "	Speech marks "Where are they?"	Used to show what someone is saying
' '	or inverted commas	she asked
'	Apostrophe	Used when a letter is missing: it's = it is
<	Less than	Inflation rate now <4%
>	Greater than	Unemployment figures >3%
,	Comma	Red, blue, pink, green
.	Full stop/period	Used at the end of a sentence.
?	Question Mark	What did you say?
/	Forward slash	To separate words and/or
	Slash	To separate words or numbers 3 4
\	Back slash	Used to separate words is\are



Activity 2

Try and answer as many of these questions as possible.

Can you list three things that are attached to a computer?

What is hardware?

What is software?

Can you remember what word is used to describe the computer warming up?

What kind of keyboard are you using?

Can you remember what you do to a disk so you can use it in a particular computer?

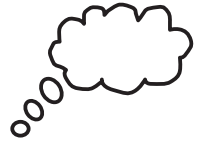
If you have any problems then please refer back to the text.

What do you think?

How did you get on with this task?

Did you have any problems?

Remember this all takes practice. Write any comments you have in the space below.



**What do
you think?**

You are now ready to begin another starter pack on **Word Processing** if you wish.

Remember, if at any time it all goes horribly wrong then start again.

You CAN do it!

This dictionary of terms is designed to help you understand some of the most familiar language relating to computers. It covers terms used by both Apple Macintosh and PCs. Some of the terms will also relate to computers which are connected to the **internet**, and computers that are networked as well as computers that are standalone (for example a computer at home). Networked means computers that are joined and use all use the same **peripherals**, like printers. When it is stated 'Used in PC environment' or 'Used in Mac environment', environment just means using that particular kind of machine.

ACCESS PROVIDER

A company which sells connections to the **Internet**. Could also be called ISP (Internet Service Provider).

ALIAS

Makes a double of either your **disk**, **documents** or **folders**, and means you can get to a particular thing quicker.

APPLICATIONS

Usually already installed in the computer. For example, you could be using a **Claris Works** application or a **Word** application.

BACKSPACE KEY

The long key above the return button which can delete sections or single characters.

BINARY

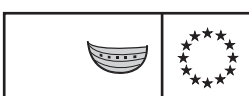
A number system which only contains two digits, 0 and 1. The system that a computer can recognise and translate into characters. For example each 0 or 1 would be one bit, and 8 bits make up one byte. Character 'A' would be one **byte**.

BOOT UP

To switch on a computer and let it warm up.

BROWSER

A special piece of **software** that lets you look around (browse) the **Internet**.



BYTE

Used to measure either computer memory or an amount of storage space on a **hard disk**.

CD-ROM

CD means 'compact disc'. **ROM** means 'read only memory': that means you can put a **CD-ROM** into your computer, open it up, look at it and use what's on it; but you **can not** change anything on it.

CHARACTER

Every time a key is hit, a character is entered. Characters include spaces, line returns, etc.

CLARIS WORKS

A word processing application which is used by Apple Mac. These range from **Claris Works** 1 - 4, with 4 being the latest version.



CLICK

Press button on mouse once or twice depending on what you want to do. One click to choose something. Two clicks to open something.

CLONE

A machine made by another company which runs the **Mac** operating system or a machine made by another company which runs the **PC** operating system.

CLOSE BOX

Is located in the left hand corner of whatever window is being viewed in an Apple Macintosh . It is on the right hand side on a Personal Computer . It closes whatever file you have open.



CURSOR

This is the flashing line that appears at the place where you can type.

DATABASE

A **program** where information of certain kinds can be kept. Could be like an address book.

DATA

The bits of information you put onto the computer. What you type in!

DESKTOP

This means your **disk**, where you can move things around.

DIALOGUE BOX

These appear and want you to do something. Always be sure you know what to do. If you are not sure, use Cancel and go back to the point where you last understood.

DISK DRIVE

Where you put the **Floppy Disk** in the computer.

DOCUMENT

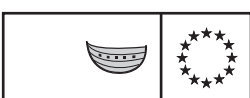
Can also be called a **File**.

DOS

This means **Disk Operating System**. IBM machines and **Clones** use this system. You do not need to understand how it works. You just need to understand how to use the **software** and **applications** that you use on it.

DOWNLOADING

This means when you have looked at something on the **Internet** and you want to keep it; you click on the **download** button and the information is put onto your computer.



DRAGGING

Pressing down on mouse button and holding it down; then moving the mouse pointer to the place you want it on the screen.

DROP DOWN MENUS

Used on a **Word application**. You **click** on something and the menu drops down and stays there until you click the right hand mouse button.

DTP

Desk Top Publishing, used for producing things like newsletters, reports, etc.

EDIT

See menu bar.

EDITING

Working on text: changing it, adding to it or deleting it.

EJECTING

Removing the **floppy disk** from the machine.

EMAIL

Electronic mail: you can send messages to any part of the world, almost in an instant.

ENVIRONMENT

Different parts of the computer, for example, the desktop or the **Claris Works application** or the **Windows application**.

ERASE

To permanently get rid of something on the computer.

FILE

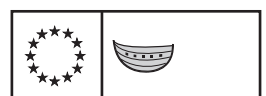
See **menu** bar.

FILES

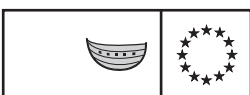
Can also be called a **Document**.

FLOPPY DISK

Your own **disk** where you store your work.



FOLDER	Where you put your work so you know where to find it. You can have folders inside other folders . They are used to organise your work.
FONT	The kind of writing the computer will do. For example, Helvetica , Times , Courier .
FOOTER	Text at the bottom of the page in a separate space which will show up on every single page. Usually used for page numbers.
FORMAT	or initialise means to make your Disk readable in the computer you are using. Some computers can't 'read' each other's disks .
FORMATTING	The process of changing the style or layout of a document .
FILING HIERARCHY	The path from a document back to the hard drive . Every document is stored somewhere. You can have documents in folders and folders inside folders . The folder that you see when you first open up the hard disk is at the top of the filing hierarchy .
GRAPHIC	Using shapes to create a picture.
HARD COPY	The piece of printed paper that comes out of the printer.
HARD DISK	Where the computer stores the information it needs to work.



HARD DRIVE

Same as the **Hard Disk**.

HARDWARE

The bits of the computer that can be moved around: the **monitor**, the **keyboard**, **mouse**, **printer** and other things that can be connected to the computer.

HEADER

Text at the top of a document. Like the footer, it appears on every page.

HIGHLIGHT

Can also be called Blank, Select, Block It means you '**drag**' the mouse pointer over a bit of work you want to change and it will turn black.

CAUTION - if you blank out a piece of work and then accidentally press the space bar or any other part of the keyboard, your work will disappear. **DON'T** panic. Go to **EDIT** and drag down to **UNDO**. This might bring the work back.

HOME PAGE

The opening page of a **Web** site - what you see first when you have been connected on the **Internet**.

ICON

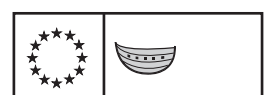
A picture that represents something.

INITIALISING

To **initialise** a **disk** means to get it ready so it can be 'read' by the computer you are using.

INSERTION POINT

The blinking vertical line that you see to tell you where the next character will be entered.



INTEGRATED

For **software**, it would mean it can do more than one thing. For example, **Claris Works** is an integrated **software** package, which includes **word processing, spreadsheets, database, and graphics**.

INTERNET

Millions of computers that are connected using telephone lines (or fibre optics) that cover the world.

INTRANET

Used by large companies to connect themselves. Can only be used by people in that company.

JUSTIFICATION

Text can be justified if it has a straight vertical edge on both sides of the page. Unjustified, it has a ragged edge.

KEYBOARD

Like a typewriter keyboard, but you don't have to press as hard!

LOG ON

This means to connect to the Internet.

MARGINS

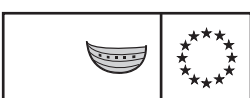
The white space at the right and left hand sides of text.

MEGABYTES

The number of **bytes** available on a computer or **disk**. A **floppy disk** can hold 1.4 **Megabytes**, that is, 1.4 million **bytes**.

MENU BAR

This appears at the top of the screen and usually includes **File Edit Format Font Size Style Outline** and **View**. If you click and hold on any one of these, other menus will appear.



MICROSOFT

The biggest Global producer of computer software, including Word.

MICROSOFT INTERNET EXPLORER

A browser used by Microsoft applications to surf the web.

MODEM

Could be a box attached to your computer, or it could already be **installed** in your computer. It lets your computer 'talk' to other computers using telephone lines.

MONITOR

The TV screen where your work appears.

MOUSE

Sits on a pad next to the computer. When you move it, an arrow on the screen will move. You can use it to choose things from the **menu** bar.

MULTIMEDIA

A term that covers several technologies, and when used together are called multimedia. These can be text, graphics, animation, audio (recorded sound, music, speech) and moving images.

NETSCAPE NAVIGATOR

One of the most common '**browsers**' for the **Internet**.

NEW FOLDER

This can be located under **File** on the **Menu Bar**.

ON LINE

This means that you are connected to the **Internet**.

OPEN

This means to open up something: either the **hard disk** or your own **disk**.



PRINTER

For printing your finished work. Most computers are connected to a printer. Sometimes, up to twenty machines can be connected to the one printer.

PERIPHERALS

These are the parts of the computer that are plugged in before using it.

PROCEDURE

The order in which to do things.

PROGRAM

A collection of instructions given to a computer so that it will perform them in a certain way.

SCANNER

A piece of **hardware** that lets you put an image onto your computer. For example, you have a photograph that you want to add to a **document**. You place it on the scanner which transfers the image onto the computer.

SHORTCUTS

Can be used instead of using the mouse for some functions on the computer.

SOFTWARE

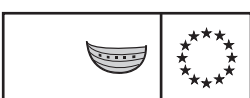
The things that can have **applications** or **programs** on them that can be used by the computer. You can buy different **software** such as games, or your computer may have some **software** installed like the **Claris Works application**.

TEXT WRAP

Means that the computer will automatically go to a new line when your typing gets to the end of a line.

UNDO

Can sometimes be used if you have accidentally blanked out work and then touched any part of the keyboard.



UPLOADING

The opposite of **downloading**. Where you place a document on the **Internet**.

URL

Universal Resources Locator. You do not need to know what this means. It is just a string of characters that tells you where a certain computer is located. They usually begin http://www

WASTEBASKET

The place where you put work you no longer want. Once you have emptied the **wastebasket**, it is gone forever!

WINDOWS '95

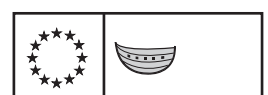
The IBM PC operating system which runs on top of **DOS** to attempt to create a Macintosh-like environment.

WINDOWS 3.1

An older version of Windows 95.

WWW

World Wide Web. Another name for the **Internet**.



ARKS Tutor Evaluation Form

1. Please give the following information:

Your name

The name of your organisation

Address:

Telephone No. Fax No.

Email:

2. Who are your students? Please tick whichever apply:

Women Unemployed Low/no qualifications

Men Disabled Minority ethnic groups

Age Group:

below 25 25 - 50 50+

3. Which materials did you use:

Keys to Name of materials:

.....
.....

4. In which course/group did you use them:

5. Can you think of other courses or contexts in which you might use these materials?

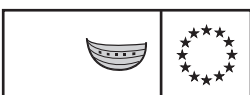
Please specify:

6. What did you or your learners like or not like about this material?

Please specify:

.....
.....
.....
.....

Please turn over.



7. Did your learners find the materials:

- a) Easy to use OK Difficult to use ?
- b) Interesting OK Boring ?

8. Did your students think they could apply what they had learned to other contexts of their lives? If so please specify:

- Home/parenting Community
- Further education Workplace

9. **Tutor's Comments**

Please make a note of how you found the materials to use and what you liked and disliked. Please add any suggestions you may have.

.....

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10. **Students' Comments**

Please add any comments your students made about the materials.

.....

.....

.....

.....

.....

.....

.....

.....

Thank you for completing this form.

Please return this form with any comments to the address shown on the following page.



Please return your completed forms to:

Prue Pullen

2nd Chance to Learn
Edinburgh University Settlement
27 East Norton Place
Edinburgh EH7 5DR

United Kingdom

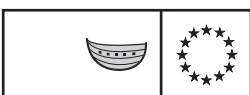
Fax: +131 652 1280

or

E-mail: pruepullen@2ctl.org.uk.

Evaluation forms are available on our Web site at:

<http://www.ed.ac.uk/~calarks/arks>



PROJECT PARTNERS

Drenthe College

Unitbureau,
Sleedoorn 14,
Postbus 173,
7800 AD,
Emmen,
The Netherlands

Tel: +31 591 618606

Fax: +31 591 641805

Email: broekbfm@dds.nl

Drenthe College is a college of further education which works to promote access to education for a wide range of students, including those without employment and needing basic qualifications and those wishing to prepare for university. Dutch as a second language is an important part of the college's work.

Contact person: Ben van den Broek

Viittakivi International Centre, Hauho, Finland

14700 Hauho,
Finland

Tel: +358 3 644 8212

Fax: +358 3 644 8222

Email: teija.enoranta@ofw.fi

Viittakivi is an international Folk High School controlled by the Ministry of Education. The centre has been working in adult education since 1951, for tolerance and anti-racism, intercultural understanding and cooperative learning. The programmes include project work, environmental issues, international action, intercultural communication, language studies.

Contact person: Teija Enoranta



Belfast Institute of Further and Higher Education (BIFHE)

Deaf Support Unit,
College Square East,
Belfast, BT1 6DJ,
Northern Ireland

Tel: 01232 265000

Fax: 01232 265001

Email: jhiggins.bifhe@dnet.co.uk

BIFHE is a large college spreading over a campus of about 61, 000 square metres. Courses have been established over the years with industry, the community and other providers. They cover a wide range of topics and are offered at various levels from youth training to higher education. It currently offers around 500 courses leading to qualifications and the community education department offers over 170 courses.

Contact person: Alex Connolly

Town of Tralee Vocational Education Committee

Kerry Education Service,
Adult Education Office,
Moyderwell,
Tralee,
Republic of Ireland

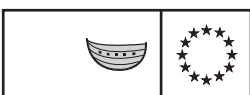
Tel: +353 66 26911/28032

Fax: +353 66 21593

Email: kerraded@iol.ie

This organisation has been responsible for continuation education since 1930 and has been promoting basic education and adult literacy as part of its general programme. Its practice is largely rural and provides an Adult Basic Education service to a wide area.

Contact person: Jenny O'Reilly



2nd Chance to Learn, Edinburgh University Settlement, Scotland

The Old Fire Station,
27 East Norton Place,
Edinburgh EH7 5DR

Tel: + 44 131 661 1788

Fax: +44 131 652 1280

Email: pruepullen@2ctl.org.uk

2nd Chance to Learn is a community based adult education programme run by Edinburgh University Settlement since 1985. It works outreach in areas of urban deprivation to provide marginalised adults with certificated programmes which integrate key educational skills into issues and topics relevant to their lives.

Contact person: Prue Pullen

ANDRAS

Lasnam 50,
Tallinn 11413,
Estonia

Telephone: + 372 2 6380 390

Fax: + 372 2 6380 180

Email: andras@andras.ee

Association of Estonian Adult Educators ANDRAS is a non-governmental organisation established in 1991. As an adult education umbrella organisation, ANDRAS has nearly 80 member organisations providing courses in a variety of fields and for different target groups.

In general, ANDRAS participates actively in forming educational policy and organises different courses, seminars and conferences for all Estonian people. Important fields of activities include research work, and publication of study materials for adults.

LINK: <http://www.andras.ee/>

Contact person: Eve Parnapuu



Escuela de Adultos di Casc Antic

Calle Rec,
27 Bajos,
008003 Barcelona
Spain

Telephone: +34 93 319 7565

Fax: +34 93 268 4952

The Casc Antic Adult School was established in 1982, and it is located in the town's Neighbourhood Association. Hence the school is the first point for integration, mainly for immigrants and also for marginalised groups. Because of this, the Adult School specialises particularly in courses based in social integration through socio-cultural activities. Other specialities include : Spanish courses for immigrants as a first step to social integration; Catalan course (local/immigrant groups); literacy and "New Readers' courses; English as a Foreign Language for local students.

Contact person: Jose Gazquez

Komenius University

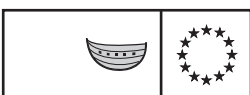
University Komenskeho
Pedagogicka Fakulta
Znievska 26
851 06 Bratislava

Telephone: +421 7 63835104

Fax: +421 7 638064

Komenius University is a state organisation of education, training and research. Research and field projects include areas of severe deprivation; the university is responsible for the training of community workers (350 regular students; 500 part-time students)

Contact person: Libor Klenovsky



Introduction to Computing

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