

<b>Course Title:</b>		<b>Computing &amp; Basic Skills</b> <i>for adults with mental health difficulties</i>					
<b>Course Code:</b>		S1121ZEF	<b>Centre:</b>	Sutton	<b>Tutor:</b>	Gill Heath	
<b>Day:</b>	Mon	<b>Start Date:</b>	09/05/11	<b>Length:</b>	9 weeks	<b>Time:</b>	16.00-18.00

### Course Content/Syllabus

- Introduction to computer hardware and software
- Introduction to Microsoft Office programs, including Word (word-processing), Excel (spreadsheets) and Access (databases)
- Internet searching
- Email

### After completing the course, students should be able to:

- Carry out basic Microsoft Office procedures, eg open, save, print documents or enter data in a simple spreadsheet
- Send and receive a simple email
- Use the internet for online research

### Assessment Methods

Continuous informal assessment.

Students may work towards Open College accreditation 'Operate a Computer' at Level 1.

### Attendance

Regular attendance is expected in order to get the most from your course.

### Entry Requirements

**Referrals from Cheam Resource Centre.**  
**For further information please contact Michele Humphreys, tel. 020 8770 6919**

### Costs

All teaching materials are provided by the College.

### For your first session, please bring:

Notebook and pen

### Extra Help With Your Learning

For details of additional support, please request the learning support leaflet and indicate your needs on the enrolment form.

### Progression/Further Opportunities:

Other courses at SCOLA or outside organisations, eg 'Make the Most of Your Computer', 'Skills for Life Literacy with Computers' classes.