

Course Title:		Computing – The First Steps					
Course Code:		S3219TGS	Centre: Sutton		Tutor: Chantelle Henry		
Day:	Wed	Start Date:	02/03/11	Length:	6 wks	Time:	19:00-21:00

Course Content/Syllabus

This course is designed for people who have never used a computer before and will cover the following topics:

- Using the Mouse
- Using the keyboard
- Entering & editing text
- Basic text formatting
- Using the internet

Special Bonus – As part of the course, you will be enrolled for the ‘Onlinebasics’ – Internet course at no extra charge. This will give you a free e-mail account for unlimited future use plus the option to continue online study at the ‘Myguide’ site completely free of charge!

After completing the course, students should be able to:

- Use the word processor to create and layout documents e.g. letters
- Use the internet to search for information

Assessment Methods

Continuous informal assessment.

Home Study

You can continue to study at home if you have an Internet connection – ask your tutor for details. You can also drop in to use Scola’s ‘tryIT’ Open Learning Centre completely free of charge!

Attendance

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

Entry Requirements

N/a – all welcome

English, Maths & IT Entry Requirements

Basic English & Maths

Exam Fees

N/a

Additional Costs (eg course materials & textbooks)

You are advised not to purchase text-books or equipment until the course is confirmed.

For your first session, please bring:

- Note pad and Pen
- Memory Stick if you want to transfer work to home.

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:

- Next Steps
- Further ‘Myguide’ courses