

Course Title:		Computing – The Next Steps					
Course Code:		S4011TGS	Centre: Sutton		Tutor: Robert Maidment		
Day:	Thu	Start Date:	03/03/11	Length:	6 wks	Time:	09:30-11:30

Course Content/Syllabus

This course will include the following topics:

- Sending & receiving e-mails
- Using the internet
- Using word processing to:
 - a) Insert pictures
 - b) Cut & paste
 - c) Format text
- Controlling windows

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:

- Send and receive emails
- Use the internet with confidence
- Use word processing to layout documents effectively

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

Completion of First Steps or equivalent practical knowledge

English, Maths & IT Entry Requirements

Basic English, Maths & completion of First Steps or equivalent IT Skills

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:

- Notepad and pen
- Memory stick if you wish to transfer work to your 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:

Further ‘Myguide’ courses
Making the Most of your Computer
Learning to use Microsoft Office programmes