

<b>Course Title:</b>		<b>Computing – The Next Steps</b>					
<b>Course Code:</b>		W4103TGS	<b>Centre:</b>	Wallington	<b>Tutor:</b>	Pauline Dixon	
<b>Day:</b>	Thu	<b>Start Date:</b>	04/11/10	<b>Length:</b>	6 wks	<b>Time:</b>	13:00-15:00

### 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