

Who is this course aimed at?

This is a recreational course which is suitable for anyone looking to gain or improve their internet and email skills

What will I need?

No formal qualifications required to join.

Programme Aims

This course is designed to help you understand how to search the internet and use email software

What will I do?

- Internet searching
- Using hyperlinks
- Copy information from the internet
- Print information from the internet
- Accessing different types of web pages
- Write emails
- Add attachments
- Reply to emails
- Print emails
- Save attachments

How will I be taught?

Group lessons consisting of presentations, individual and group discussions, and some 1-2-1 support will also be available.

How will I be assessed?

Tutor observations

What could I progress on to?

- Informal learning group
- Qualification based course

What equipment should I bring?

Pen, pencil and note book

Will I gain a qualification?

No