

Who is this course aimed at?

This is a leisure workshop which is aimed at anyone who has a computer and knows the basics and wants to be able to learn how to send and receive emails

What will I need?

No formal qualifications required to join though mouse and keyboard skills are an advantage

Programme Aims

To build your confidence with emails

What will I do?

Course objectives are

Load E-mail application
Write an E-mail
Send & Receive E-mails
Adding attachments
Saving attachments
Viewing attachments
Setting up an email account (time permitting)

How will I be taught?

Group session, consisting of tutor demonstrations and activity worksheets, One to one support will be available when working on individual tasks.

How will I be assessed?

Ongoing tutor observations, group discussions, print outs of completed work

What could I progress on to?

- Internet Searching workshop
- Further study for a qualification at college level

What equipment should I bring?

Pen, pencil and note book, a Memory stick to save work (optional)

Will I gain a qualification?

No