

Slough Lifelong Learning

Learning Internet & Email basics

Venue: Slough & Eton School Adult Education Centre. Ragstone Road

Time: 18.00 - 20.00 or 12.45-14.45

Duration 5 Weeks

Cost £15.00

Course Tutor Sushil Sharma

Contact Details Heather Hyams, Slough & Eton School
(01753 486047 leave a message)



Course Aim

To enable Learners to start using electronic communication and the necessary skills to browse/surf the Internet & how to send and receive emails effectively

Planned Outcomes

As a result of your learning you should be able to:

- Surf the Internet using different search engines
- Download material/software from the Internet
- Open an Email account
- Send & Receive email with attachments

Additional information

- Learners must have prior knowledge of PC use
- Learners should be able to communicate and understand instructions in English Note pad & pen to take notes if necessary
- Community Languages may be spoken in class
- Computers are available on Monday from 1pm to 3pm for learners to use/practice only there is NO teaching involved

Planned special activities

End of course assessment

What qualification will I gain from completing this course:

In-house certificate subject to 90% attendance

Where do I go next after this course?

- 3 Steps to Microsoft Office
- Call one of our Information, Advice and Guidance Officers at the Thomas Gray Centre on (01753) 476605.

For more information on these courses please call (01753) 486047