

Slough *Lifelong* Learning

Raising learners' aspirations and achievements

Learning to Use Internet and Email

Venue

Slough & Eton Adult Learning Centre

Sessions

5 Weeks



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 our Information, Advice and Guidance advisors on (01753) 476605.

To book a place on this course call (01753) 486047 or (01753) 476611

Slough Lifelong Learning, Slough and Eton Adult Learning Centre
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