



# Course Information Sheet

## 2009/10

<b>Course Title:</b>	<b>Emailing</b>			
Course Description	During this course you will learn to create a web based email account, send, receive and attach documents to email messages.			
Learning goals	<p>By the end of this course you should be able to:</p> <ul style="list-style-type: none"> <li>• Carry out all activities with regard to the safety of yourself and others.</li> <li>• Create a web based email account</li> <li>• Send an email</li> <li>• Receive an email</li> <li>• Send an email with an attachment</li> <li>• Receive and open email with an attachment</li> <li>• Print an email</li> </ul>			
Is this course suitable for you?	The course is suitable for adults who have completed a Computers From Scratch course or who have experience in basic computer use eg mouse control and keyboard			
Assessment/Feedback	Learners will receive continual feedback and informal assessment from the teacher and will be encouraged to monitor their progress using an Individual Learning Plan.			
What should you bring with you to the first session?	<p>Notebook and pen (handouts are provided but learners will be encouraged to make their own notes).</p> <p>If your course is held at a library please bring your library card with you. If you do not belong to the library we recommend that you join before your first lesson as this will save considerable time. Library membership is free.</p>			
Additional costs	None			
What next?	<b>Subject Specific Courses:</b> <ul style="list-style-type: none"> <li>• Any 'Stepping Up To' course</li> <li>• Start IT</li> </ul>	<b>General:</b> Please see our brochure, visit our website ( <a href="http://www.lutonacl.ac.uk">www.lutonacl.ac.uk</a> ) or call us for further details (01582 490033).		
Help Us to Help You	<p>Luton Adult Community Learning also provides free impartial workshops on learning and work opportunities, these include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>○ Job search</li> <li>○ Interview techniques</li> <li>○ CV writing</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>○ Completing application forms</li> <li>○ Skills check</li> </ul> </td> </tr> </table> <p>If you require more in depth help and support, please contact us and we will arrange a meeting with either a manager, teacher or learner</p> <p>The service is committed to ensuring that all learners whatever their needs have the best possible chance to enrol, progress, complete and achieve their course goals. Funding may be available to support the following:            Examination fees; Travel costs; Books &amp; Equipment; Registration Fees; Childcare; Hardship costs; Additional course costs; Learners with a learning difficulty or disability; Learners with skills for life needs.</p> <p>For further details contact us on 01582 490033.</p>		<ul style="list-style-type: none"> <li>○ Job search</li> <li>○ Interview techniques</li> <li>○ CV writing</li> </ul>	<ul style="list-style-type: none"> <li>○ Completing application forms</li> <li>○ Skills check</li> </ul>
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