



Course Information Sheet

2009/10

Course Title:	Windows Vista		
Course Description	This short course is aimed at highlighting the new features and functions of Microsoft's new operating system.		
Learning goals	By the end of this course you should be able to:		
	<ul style="list-style-type: none"> • Carry out all activities with regard to the safety of yourself and others. • Be aware of some of the features and functions of Vista 		
Is this course suitable for you?	The course is suitable for adults who have purchased a computer with Vista or are considering upgrading their computer to run Windows Vista.		
Assessment/Feedback	N/A		
What should you bring with you to the first session?	Notebook and pen		
Additional costs	None		
What next?	Subject Specific Courses:	General:	
	<ul style="list-style-type: none"> • Any 'Stepping Up To' course 	Please see our brochure, visit our website (www.lutonacl.ac.uk) or call us for further details (01582 490033).	
	<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"> ○ Job search ○ Interview techniques ○ CV writing </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> ○ Completing application forms ○ Skills check </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>		<ul style="list-style-type: none"> ○ Job search ○ Interview techniques ○ CV writing
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Help Us to Help You	<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 & 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>		