

FREE MICROSOFT DIGITAL LITERACY CLASSES

January 2010

Wednesday Morning 9.30—11.30

Wednesday Evening 7.00-9.00

Thursday Morning 9.30-11.30

Classes Begin Week Commencing 11th January 2010

Whether you are entirely new to computing or have some experience, the Microsoft Digital Literacy curriculum will help you develop a fundamental understanding of computers. From using the Internet, to sending e-mail, to creating a C.V., the Digital Literacy course helps you develop the essential skills you need to begin computing with confidence. The Microsoft Digital Literacy Curriculum consists of five online courses:

- **Computer Basics**
- **The Internet and World Wide Web**
- **Productivity Programs (eg Word Processing)**
- **Computer Security and Privacy**
- **Digital Lifestyles (eg photos & music)**

Each course has an e-learning module and an assessment. You can also take the Certificate Test, which covers topics from all five courses. If you pass the Certificate Test, you can print out a personalised Digital Literacy Certificate.

The Microsoft online resources can be accessed via the Internet, in addition to the classroom sessions, allowing self-paced learning and revision between classes. There will be the opportunity to take the OCR Entry Level Certificate in Digital Literacy, an online exam, for which the cost will be approximately £10.

Sessions will be held in our Microsoft Academy, led by an experienced ICT Trainer.

Duration: 11 weeks

Fee: Free



The Microsoft Academy Training Room at Sawtry Community College

For more information about our Microsoft Academy Family Learning classes, please contact Pam Kitchen

Tel: 01487 830701,

Email:
pam.kitchen@sawtrycc.org.uk

Or visit our website:
www.sawtrycc.com

To book a place on one of our Microsoft Academy Family Learning classes, please contact Pam Kitchen

Tel: 01487 833862 or

email:
pam.kitchen@sawtrycc.org.uk

Sawtry Multitask, Sawtry Community College, Fen Lane, Sawtry, Huntingdon, Cambs PE28 5TQ

Tel: 01487 833862

Email: multitask@sawtrycc.org.uk

Web: www.sawtrycc.com