



SAWTRY
COLLEGE

SAWTRY MULTITASK

at Sawtry Community College, Cambridgeshire

Autumn Term 2010

FREE MICROSOFT DIGITAL LITERACY CLASSES

Monday 9.30am - 11.30am or
Wednesday 7.00pm - 9.00pm or
12 Weeks - Starting Week Commencing 13th September 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.

Students will have the option to take an online exam for the OCR Entry Level Certificate in Digital Literacy. Entry for this exam will cost approximately £10.

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

Duration: 12 weeks

Fee: Free



For more information about our Microsoft Academy Family Learning classes, please contact Pam Kitchen tel: 01487 833862, email: pam.kitchen@sawtrycc.org.uk or check 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

Microsoft[®]
IT Academy
Program Member

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