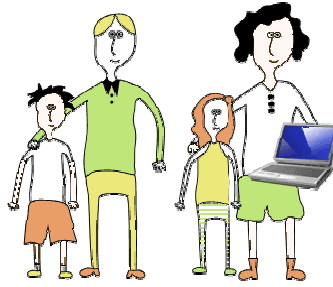


ICT for Parents & Friends



Bringing our community together, the ICT Suite at Coworth-Flexlands School sets the scene for a new Basic Computer Course for adults. It begins on **Thursday 13th September, from 8.40 - 9.50am** & runs for six weeks with a break around half-term when the ICT Suite transfers to the new building, in the next phase of the school's ICT development.

The course is designed to cover the fundamentals of working in a Windows environment, right through to surfing the Web. Students will learn how to produce & manipulate documents using MS Word; organise files & folders; become familiar with desktop publishing (MS Publisher) & PowerPoint; explore the Internet using search techniques; try free resources & use email effectively. Importantly, students will be shown how to avoid the most common pitfalls when using a PC.

We'll also look at software & hardware used by pupils of all ages & explore netiquette and e safety. Hopefully we'll gain a great deal from the experiences we share in these **fun** & worthwhile sessions.

In order to provide Coworth-Flexlands pupils with cutting edge ICT now & in the future, the cost (£65 per 6 week course) is payable by cheque in advance & no later than Friday 7th September. Cheques made payable to Coworth-Flexlands School.

C. Grace
02.09.07

If you would like to reserve a place on the course please return the slip below.



Parents & Friends ICT Course			
Please reserve my place on the ICT Course commencing Thursday 13th September at a cost of £65, cheque attached.			
Name:		Signature	Print
What I hope to gain from attending the course:		My experience using PCs:	