

ELMI COMPUTER SKILLS - Microsoft Office 2010 and Windows 7

Duration Part-Time Weekdays:	8 weeks	Class Times:	17:30 – 20:00 (2 x P/W)
Duration Part-Time Saturdays:	10 Weeks	Class Times:	8:30 – 12:30

IS THIS FOR ME?

Do you have little or no knowledge of computer operations but would like to be comfortable using a computer? We can help you achieve this in our fully practical environment by spending the entire duration of the course at your own computer. You will also receive expert and personal attention from our highly skilled facilitators.

WHAT DO I NEED TO GET IN?

A knowledge, comprehension and application of English and Mathematics at NQF level 2/Grade10 or equivalent.

WHAT CERTIFICATION DO I GET?

On successful completion of the Programme, you will receive an **ELMI Short Programme Certificate in Computer Skills**. This programme is not registered on the National Qualifications Framework (NQF) and is not credit bearing.

WHAT'S IN THE PROGRAMME?

Introduction to PC's using MS Windows 7	Getting started with PC's. The Windows environment, working with the Windows hierarchy, using Windows Explorer, working with Windows programmes, customising the Windows desktop
Introduction to MS Word 2010	Creating a document, editing text, formatting text, formatting paragraphs, adding tables, setting page display and printing options
Introduction to MS Excel 2010	Getting started with MS Excel, editing your worksheet, performing calculations, formatting, setting page display and printing options
Introduction to Internet Basics and Outlook 2010	Use internet explorer to search for information on the internet, save web pages and use Outlook 2010 to send and receive electronic mail.

HOW WILL I BE ASSESSED?

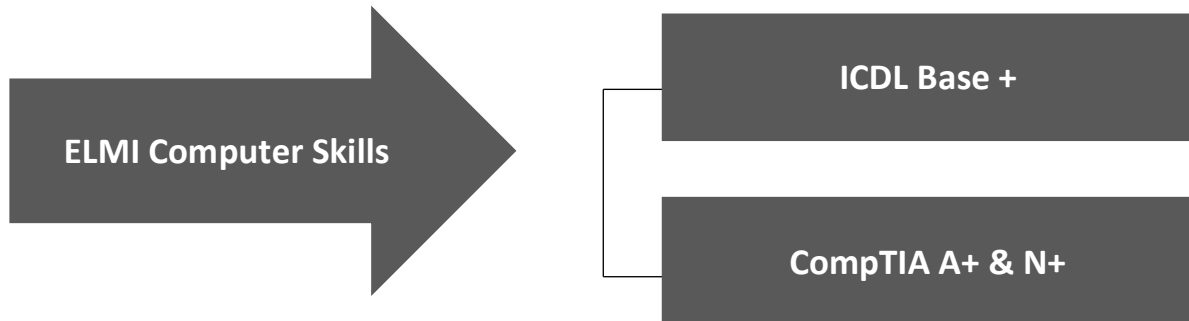
You will be assessed continuously throughout the course and will write various theory and practical tests and a final summative exam.

WHERE WILL THE CLASSES BE HELD?

The course will be run at our East London Campus at 231 Oxford Street, Southernwood. Off-street parking is available in the evenings.



WHAT ARE MY OPTIONS IF I WANT TO STUDY FURTHER AFTER THE COURSE?



WHAT'S INCLUDED IN MY COURSE FEE?

- ELMI Registration fee
- Tuition material and textbooks
- Classroom Lectures and personal mentorship
- ELMI Kit Bag
- Access and use of ELMI computer studios after 16:00

DISCLAIMER

The contents of this information sheet are subject to change without notice due to legislation, market requirements or any other reason. ELMI reserves the right to change the programme subject matter without notice. This information sheet forms part of your enrolment contract.