

Academic Calendar 2011-2012

September							October							November						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

December							January							February						
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29				
							30	31												

March							April							May							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
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							30														

June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

National Holidays
 * Queen's Diamond Jubilee
 Inset Days
 Training Courses Scheduled

Important Message:
No classes are held on National Holidays.

COURSES @ Broomhedge



Information & Communications Technology



Autumn 2011 to Summer 2012

Introduction

They say, “You learn something new every day.” Learning is indeed a life long process especially as we have to contend with significant changes in life on an, almost, daily basis. Information and Communication Technology (ICT), that’s computers and stuff to you and me, seems to evolve at an alarming rate and it can be hard to keep up.

Most of us can recognise the value of modern technology and just want it to do what we want, to know our way round it and to understand how to get the best out of it. The courses in this book are designed to help do just that - from the absolute beginner to the seasoned user who wants to polish up some specific skills, there is something on offer.

Shirley Hickey is one of those rare ICT teachers who not only understands her subject well but can communicate this effectively to others with apparently endless patience. She is happy to work at your pace so you don’t get left feeling swamped or made to feel incompetent!

So whether you want to get those files and photographs sorted out, make better use of the internet and email, get to grips with the Microsoft Office tools, make a film or just find out how to make more of your computer then here’s the ideal opportunity. Take a few moments to see what’s on offer then sign up and enjoy!



Adam J Earle
Headteacher

Course Schedule

Times: 19:00 to 21:00 (All Courses).

Course Title	Day	Wks	Start Date	End Date
File Management	Tuesday	5	13/09/11	11/10/11
ICT for Beginners, Stage 1	Thursday	5	15/09/11	13/10/11
Presentations, Stage 1	Tuesday	5	08/11/11	06/12/11
ICT for Beginners, Stage 2	Thursday	5	10/11/11	08/12/11
Movie Making, Stage 1	Tuesday	5	03/01/12	31/01/12
ICT for Beginners, Stage 3	Thursday	5	05/01/12	02/02/12
Spreadsheets, Stage 1	Tuesday	5	21/02/12	20/03/12
Internet & Email, Stage 1	Thursday	5	23/02/12	22/03/12
Presentations, Stage 2	Tuesday	5	24/04/12	22/05/12
Word Processing, Stage 1	Thursday	5	26/04/12	24/05/12
Photo Management, Stage 1	Tuesday	5	12/06/12	10/07/12
Desktop Publishing, Stage 1	Thursday	5	14/06/12	12/07/12

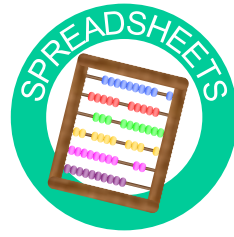
Cost

Price per 5 week course	£40.00
Optional Extra - Course plus 1 Hour Home Visit To be booked with Tutor at a mutually agreeable time. <i>(Only available within Parish Boundaries)</i>	£55.00

Spreadsheets

Stage 1

Software Used:
Microsoft Office Excel



Spreadsheet Software is used to carry out mathematical calculations and analyse figures, throughout the business world, but chiefly in the accounting arena. Figures are arranged in the rows and columns of a grid so that they can be manipulated and used in calculations. The results can be displayed as charts or graphs.

What is the level of the course?

It is designed for individuals who have good basic skills but are new to, or have minimal experience of, Microsoft Office Excel. *A basic understanding of File Locations is also required.*

What will the course cover?

It will cover the skills required in order to set up spreadsheets for every day use.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Navigate a spreadsheet and workbook.
- Enter data into a cell and format it.
- Use AutoFill to complete sequences, i.e. Months, Days or Dates.
- Enter formulae (addition, subtraction, multiplication, division & general calculation) using the correct syntax and operators.
- Edit data via the Formula Bar.
- Widen columns and rows.
- Use Freeze Panes to display headings when scrolling through a sheet.
- Use AutoFilter to select the required data.
- Change your margin width and change your page orientation from portrait to landscape.
- Insert Headers and Footers.
- Set heading rows to repeat on each sheet.
- Use Page Layout View to select the data displayed on each sheet.
- Print spreadsheets.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

Meet Your Tutor...

My name is Shirley Hickey and I have lived in West Hoathly all my life; attending the primary school at which I now work.

I have approximately 22 years commercial experience and for much of that time I worked for an international publisher, latterly, as a Market Analyst and Sales Support Assistant. I also worked along side an ICT team, helping to develop a database for the sales team.

Over the years I gained a lot of experience using different programs/applications. Consequently, I was asked provide training for other staff members and also to provide desk side support; troubleshooting problems encountered by colleagues.

Since leaving the commercial sector, I have retrained; gaining a level 4 qualification in teaching in further education. During which time, I have taught a wide variety of ICT topics both at the Primary School and for the West Sussex Adult Education Service; giving me over 10 years experience working in the subject area.



Please be aware that...

- Course Fees are payable prior to the course starting.
- The maximum number of learners on a course is 12.
- Courses can only go ahead if there are sufficient numbers enrolled.
- All of the courses advertised, run for 5 weeks, with each session lasting for 2 hours.
- ***If a session has to be cancelled for any reason***, it will be rescheduled at a time which suits the majority of learners.
- There is a 10 minute break half way through - ***You will need to bring your own drinks.***
- Handouts will be provided by the tutor.

Touch Typing

Software Used:

Internet Explorer

Touch Typing Website



The term 'Touch Typing' refers to typing using all of the fingers without looking at the keys. A touch typist knows where keys are on the keyboard through muscle memory. Another common term 'Copy Typing' means typing documents from handwritten originals, and not from dictation.

What is the level of the course?

It is designed for anyone with limited keyboard skills, that would like to get to grips with the keyboard layout, so that they can use their computer more effectively.

What will the course cover?

You will learn the position of all of the letters of the alphabet and the numbers, as well as the everyday punctuation keys and how to use both the Shift keys and Caps Lock.

The software used constantly monitors the user's speed, accuracy and the time taken to complete exercises. You will therefore be able to see what progress you are making as you learn.

What can I expect to achieve?

At the end of the course, I would expect the majority of learners, if not all, to have finished all 15 tutorials. *However, the amount of progress made may vary from learner to learner, depending on a number of factors; for example, how much practice you put in, outside classes, and how flexible your hands are.*

On completion of all of the tutorials the learner will take a speed and accuracy test, before gaining a certificate.

**This course is not currently on offer,
however if you are interested please let me know.**

Movie Making Stage 1

Software Used:

Windows Movie Maker



Movie Making, in this context, refers to putting together films from a variety of source materials including video clips, still photographs and audio files. Movie Making software ranges from the basic, like 'Windows Movie Maker', to the highly sophisticated professional programs. The user can add special effects, transitions, sound, and captions to help tell a story. Published films can be shared with family and friends.

What is the level of the course?

This course is not suitable for beginners. It is designed for individuals who are already familiar with using Microsoft Office PowerPoint, or have very good basic skills, but would like to go a step further.

What will the course cover?

It will cover creating simple short films using Windows Movie Maker.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Create a simple film using Movie Maker.
- Import a variety of media such as Photographs, Video Clips and Sound Files.
- Transfer imported media to the storyboard.
- Add Effects to alter & enhance the way images are displayed.
- Add Transitions between images to help the flow of the movie.
- Add Music Files, Sounds and Narration to the relevant sections of the film.
- Add Titles & Credits to the film.
- Save and publish the finished film.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

Photo Management Stage 1

Software Used:

Microsoft Office Picture Manager



Photo Management is the term applied to storing, organising and labelling digital photographs on a computer. It is most commonly used to: edit, share and view your pictures. Photo Management software such as 'Microsoft Office Picture Manager' will include editing functions like: colour adjustment and 'Red-Eye' removal, along with image resize/compression, cropping and rotation tools.

What is the level of the course?

This course is not suitable for beginners. It is designed for individuals who have good basic skills but would like to be able to organise and edit photographs. *A good understanding of File Locations is also required.*

What will the course cover?

It will cover uploading and storing photographs from a digital camera, naming and making simple changes to them.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Recognise the separate elements that make up the Screen Layout in Picture Manager .
- Locate and Search for Image Folders and create Shortcuts to them.
- Rename image files.
- Export images as different file types, *i.e. jpeg to bitmap.*
- Select and print images.
- Make simple changes to images, such as...
Adjusting the Colour, Brightness and Contrast
Removing Red Eye
Cropping, Rotating and Flipping
Resizing and Compressing

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

ICT for Beginners Stage 1



Software Used:

Windows Programs

What is the level of the course?

It is designed for individuals who are new to computers, or have minimal experience of them, but would like to get to grips with the basics and familiarise themselves with the Windows environment.

What will the course cover?

You will be introduced to the basic hardware such as the System Unit, Monitor, Keyboard and Mouse, and some of the simple software programs commonly found in homes and businesses today.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Log on to a computer.
- Identify the main parts of the computer.
- Use the mouse and its buttons appropriately.
- Navigate the keyboard on a basic level.
- Locate, open & close programs.
- Identify the Task Bar and the programs displayed on it.
- Use the task bar to switch between open programs.
- Recognise the key features of a Windows screen.
- Manipulate and move Windows using the Title Bar and Sizing Buttons.
- Shut Down a computer.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

ICT for Beginners

Stage 2



Software Used:
Windows Programs & Options

What is the level of the course?

It is designed for individuals who have minimal experience of computers but would like to develop their basic knowledge and skills further.

What will the course cover?

You will be introduced to a number of standard features and a range of fundamental skills, that will help you to manage your computer.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

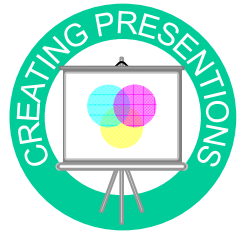
- Carry out basic maintenance on a Mouse.
- Use the keyboard on a basic level.
- Change the Desktop and Appearance settings to suit your needs.
- Access the Control Panel to change settings.
- Create shortcuts.
- Log off a computer.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

Presentations

Stage 2



Software Used:
Microsoft Office PowerPoint

What is the level of the course?

This course is not suitable for beginners. It is designed for individuals who already have a good working knowledge of PowerPoint but would like to develop their skills further.

What will the course cover?

It will cover creating hyperlinked slideshow presentations using Microsoft PowerPoint.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Insert a basic Radial Diagram and add spokes to it.
- Enter text and format it.
- Set up hyperlinks from the Radial Diagram Topic Headings to each slide.
- Insert a Home button from AutoShapes and hyperlink it back to the Home page
- Copy and paste the Home Button to each topic page.
- Add the appropriate comments to each of the links, *i.e. To return to the Home Slide click here.*

If time allows:

- record and save narration for each slide, using Microsoft Sound Recorder .
- Insert sound files for each slide & set them to play automatically.
- Insert sound buttons for each slide & link them to the appropriate narration file.
- Publish a presentation.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

Presentations

Stage 1



Software Used:
Microsoft Office PowerPoint

Presentation Software is used to create a computerised sequence of slides for displaying text and graphics, to accompany a speech or public presentation. Presentation software such as 'Microsoft Office PowerPoint' or 'Open Office Presentation' allows the user to create sophisticated presentations; combining elements such as audio and video files and slide animation.

What is the level of the course?

It is designed for individuals who have good basic skills but are new to, or have minimal experience of, Microsoft Office PowerPoint. *A good understanding of File Locations is also required.*

What will the course cover?

It will cover creating linear slideshow presentations using Microsoft Office PowerPoint.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Create a presentation with a title slide, topic slides and an end slide.
- Enter 3 -5 bullet points on each slide.
- Insert saved pictures from file.
- Apply Custom Animation & Slide Transition to each slide.
- Insert sound files for each slide & set them to play automatically.
- Insert sound buttons for each slide & link them to the appropriate narration file.
- Check the slide timing to ensure that the automated show runs smoothly.
- Publish a presentation.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

ICT for Beginners

Stage 3



Software Used:
Internet Explorer
County Webmail
Microsoft Office Word
Microsoft Office Picture Manager
Windows Explorer

What is the level of the course?

It is designed for individuals who already have a basic knowledge of computers but would like to increase their confidence, general awareness and skills.

What will the course cover?

You will be introduced to software commonly used in homes and businesses today, such as Internet Explorer, Webmail, Microsoft Office Word, Microsoft Office Picture Manager and Windows Explorer.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Visit specific websites and search the Internet.
- Send and receive simple e-mails.
- Create, load, edit, save and print basic documents.
- Manage your folders, files and the Recycle Bin on a basic level.
- Organise and name your photographs.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

File Management

Software Used:

Microsoft Windows Explorer



File Management is the term applied to organising the files stored on a computer. It is most commonly used to: create, open, edit, view, print, play, rename, move, copy, delete and search/find, files or groups of files.

File Manager or File Browser software, such as 'Microsoft Windows Explorer,' provides users with access to the file system hierarchy (*which is like a family tree*) within the computer.

What is the level of the course?

It is designed for individuals who have reasonable basic skills and can navigate their way around a personal computer.

What will the course cover?

It will cover the fundamental range of skills used to manage folders and files in Windows Explorer.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Navigate your way around the computer hierarchy.
- Change the View as appropriate.
- Create folders and subfolders.
- Save files in the folders created.
- Rename folders and files.
- Move/Copy a folder and its contents.
- Save data to & retrieve data from a Memory Stick.
- Write a CD.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

Desktop Publishing Stage 1

Software Used:

Microsoft Office Word



Desktop Publishing, or DTP, is the term applied to the process of creating and publishing professional-looking documents using personal computers. DTP systems can produce many types of documents, from simple to sophisticated, including business cards, letterhead stationery, brochures, newsletters, flyers, posters, invitations and magazines.

There are a large number of specialist Desktop Publishing software programs on the market, such as Microsoft Office Publisher and CorelDRAW, which can be used to create more sophisticated designs. However, for the average Home User, Microsoft Office Word provides all the functions needed to create simple posters and newsletters, etc.

What is the level of the course?

This course is not suitable for beginners. It is designed for Individuals with a good knowledge of Microsoft Office Word and word processing, who wish to be able to use the program to create posters, flyers and general artwork, etc.

What will the course cover?

It will cover the skills you need to design basic artwork in Microsoft Office Word.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Use zoom and text boundaries to view your layout.
- Change your margins and page orientation from portrait to landscape.
- Align text on the page and format it, i.e. change the font, font size and colour.
- Put a border around your page.
- Set up columns (used to create flyers and leaflets).
- Insert pictures/photographs, re-size and position them on a page.
- Insert WordArt (fancy writing) and ClipArt (cartoons & symbols, etc).

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

Word Processing Stage 1

Software Used:
Microsoft Office Word



Word Processing is the term applied to the computerised production of text-based documents. Word Processor software such as 'Microsoft Office Word' or 'Open Office Text Document' is used to create memos, letters, mailing labels, reports, proposals, manuals, and basic newsletters.

What is the level of the course?

It is designed for individuals who have reasonable basic skills but little or no knowledge of Microsoft Office Word and word processing. *A basic understanding of File Locations is also desirable.*

What will the course cover?

It will cover basic word processing and text entry using Microsoft Office Word.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Use zoom and text boundaries to view your layout.
- Change your margin width.
- Change your page orientation from portrait to landscape.
- Insert Headers and Footers.
- Enter and edit text.
- Align text on the page and format it, *i.e. change the font, font size and colour.*
- Copy, cut & paste text.
- Set up a basic letterhead template.
- Use Undo & the Spell Checker.
- Set up and print labels and envelopes.
- Preview, print and save your work.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

Internet & Email Stage 1

Software Used:
Internet Explorer
County Webmail



The Internet, short for International Network, is a global computer network providing a variety of information and communication facilities, consisting of interconnected networks.

The World Wide Web (WWW) is the fastest-growing and most user-friendly section of the Internet that lets you access text, graphics, sound, and even video. Many groups, companies and individuals provide 'pages' of free information on the WWW.

E-Mail, short for Electronic Mail, is just one function available on the Internet. It allows users to send and receive electronic messages and files to other users.

What is the level of the course?

It is designed for individuals who have reasonable basic skills but little or no knowledge of the Internet and Email. *A basic understanding of File Locations is also required.*

What will the course cover?

It will cover using Internet Explorer safely and effectively, optimizing Internet Searches and sending and receiving basic emails using Webmail.

What can I expect to achieve?

As a guide, by the end of the course you should be able to:

- Understand the purpose of Home Tabs and how use them.
- Create Favorites folders and add website to them.
- Recognise the purpose of Anti Virus, Anti Spyware & Fire Wall software.
- Identify secure sites by checking for Security padlocks & https.
- Refine your searches to improve their accuracy.
- Send and receive emails to individuals or multiple recipients, with or without attachments.
- Create folders and file emails in them.

What should I do next?

See 'Learning Progression Guide' in centre of brochure.

Learning Progression Guide

