

Adult, Community and Family Learning Service

Adult Learning Courses

Calendar Making

COURSE DURATION: 6 weeks (2 hours per week).

WHO IS THIS COURSE FOR?

This course is available to adults aged 19+. A familiarity with a computers would be an advantage but not necessary for this course.

WHAT WILL I LEARN?

By the end of this course you will be able to:

- Use Microsoft Publisher software to produce a 12 month calendar
- Scan in photographs/pictures into a computer
- Download pictures from a camera and place them onto a document
- Place Clip Art onto the calendar
- Save their calendars to a CD
- Print their calendars

HOW WILL I LEARN?

You will learn through a combination of teacher input, practical classroom-based tasks, simulations and use of information technology. You will also have the opportunity to showcase your work and celebrate your achievements.

PROGRESSION OPPORTUNITIES

Learners who have completed this course may wish to continue to improve or advanced level courses within the subject. There are also many other topics available within our Adult and Community Learning brochure including Skill for Life opportunities in literacy and numeracy. Additionally other providers, clubs and organisations across the island offer a wide range of courses, including the potential progress to Further and Higher Education opportunities.

COURSE MATERIALS

You will need to provide photographs or pictures to scan or on a camera. Essential materials will be provided by your tutor.

ADDITIONAL INFORMATION:

Web: www.iwcommunitylearning.ac.uk

Email: acl@iow.gov.uk

Telephone: 817280

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