

free computer literacy course

'Switch on to University Computing Skills'

at Callaghan and Ourimbah Campuses

The University of Newcastle is aware that students enrolling in an enabling program may be a little rusty or not confident about some of the computer technology skills, internet research and online learning software needed to begin as a new student. This course may be exactly what you are looking for.

To decide if this course is suitable for you try this quiz:

1. Do I know how to use my student card for printing credits?
2. Can I use Studentmail to send a file attachment?
3. Can I look up my assignment marks on the Blackboard intranet site?
4. Do I know how to use Blackboard to submit an assignment?
5. Do I know how to backup my assignment files?
6. My essay requires my name and student number in the page header. Can I do this?
7. Can I insert automatic page numbers in a report?
8. Can I insert images into a powerpoint presentation?

If you answered NO to any of these questions then this course could be just what you need.

Places limited so book now!!!!

COMPUTER LITERACY COURSE - ENROLMENT FORM

FAMILY NAME: FIRST NAME:

ADDRESS:

SUBURB: POST CODE:

PH: (H) (W) (MOB)

Program of Study Student No (if known)

NOTE:

See over page for class details. Please use correct codes representing DAY or EVENING classes and indicate the campus – either Callaghan or Ourimbah.

CODE	COURSE NAME	CAMPUS
EPWB

SIGNATURE: DATE:

Switch on to University Computing Skills is a short 12-hour computer literacy course available to students entering Open Foundation study in 2008. Take part in all four sessions or attend the session you need.

Session	Topics covered:
Sessions 1 & 2	Logging on, Printing, File Management. Use of Intranet - Blackboard, Studentmail Use of Internet to research information
Session 3	Microsoft Word
Session 4	Microsoft Powerpoint

CALLAGHAN STUDENTS

CLASS TIMES

Code: EPWB050 (day)

July 14 – July 17

1.00 – 4.00 pm

Venue – CT314

or

Code: EPWB051 (evening)

July 14 – July 17

6.00 pm – 9.00 pm

Venue – CT314

OURIMBAH STUDENTS

CLASS TIMES

Code: EPWB050 (day)

July 14 – July 17

1.00 – 4.00pm

Venue – IT Lab 1

The University is providing this course free of charge to support commencing students to improve their computing skills.

PLEASE RETURN TO:

Short Programs/Bridging Courses
Foundation Studies Office, McMullin Building
The University of Newcastle
University Drive
CALLAGHAN NSW 2308

or FAX (02) 4921 6901