



Workshop	Level	Pre-requisite/s	Tentative Schedule
(1) Attendance taking using Gateway (refresher course) <ul style="list-style-type: none"> • <i>1 lunch hr session</i> 	Beginner - Intermediate	Basic computer skills	Dates: 12th June 09 Time: 1.15 - 2 p.m.
(2) Teaching with Interactive Whiteboard (IWB) <ul style="list-style-type: none"> • <i>4 lunch hr sessions</i> 	Beginner	Familiarity with basic computer applications	Dates: Aug 25th – 28th Time: 1.15 – 2 p.m.
(3) Basic Word processing with MS-Word 2007 <ul style="list-style-type: none"> • <i>3 lunch hr sessions</i> 	Beginner - Intermediate	Basic computer skills and using office applications	Dates: 1st – 3rd Sept 09 Time: 1.15 - 2 p.m.
(4) Getting around MS-Excel 2007 <ul style="list-style-type: none"> • <i>3 lunch hr sessions</i> 	Beginner - Intermediate	Basic computer skills and using office applications	Dates: 8th – 10th Sept 09 Time: 1.15 - 2 p.m.
(5) Creating your first presentation with MS-Power Point 2007 <ul style="list-style-type: none"> • <i>3 lunch hr sessions</i> 	Beginner - Intermediate	Basic computer skills and using office applications	Dates: 15th - 17th Sept 09 Time: 1.15 – 2 p.m.
(6) Photo editing with Adobe Photoshop <ul style="list-style-type: none"> • <i>5 lunch hr sessions</i> 	Beginner	Intermediate computer skills and familiarity with some graphics editing applications	Dates: 21st – 25th Sept 09 Time: 1.15 – 2 p.m.