

Outlook (Email) Level 2 CLAIT+

Course Type: Part Time Qualifications

Level: 2

Duration: 10 weeks

Location: City Centre Campus

This outlook course will help you use email technology either in your working environment or in everyday life. We use Microsoft Outlook, which is the industry standard package. You will cover everything from the basics of sending and receiving emails to group creation; we also look at the other tools available within Outlook i.e. Calendar and To Do Lists. The course duration is five weeks, but attendance is flexible over the specified dates below.

What topics are covered?

Topics include:

- Managing zipped files as attachments.
- Creating distribution lists.
- Adding new contacts.
- Creating meetings and appointments.
- Understanding the CC & BCC tools.

Who is the course aimed at?

This course is aimed at anyone with a keen interest in IT.

What are the entry requirements?

There are no entry requirements, just an interest in IT is needed.

What qualifications will I gain?

OCR Level 2 Using Email (Outlook)

Who is the awarding body?

[OCR \(Oxford, Cambridge and RSA Examinations\)](#)

How will I learn?

You will learn in a computer-based classroom with tutor support.

How will I be assessed?

You will be assessed via OCR set exam assignments.

What can I do after this course?

On successful completion of this course you could book onto one of our Microsoft Office courses to gain another professional qualification or check out our part time Higher National level 4 qualification to improve your job prospects in computing. We also have a series of web design courses covering basiss from HTML and CSS to JavaScript and PHP, as well as programming.

Are there any additional costs?

There are no additional costs. The exam fees are included in course cost as well as the workbook which will be a valuable reference after the course completion.

Which department is this course in?

DECC (Department of Engineering, Construction & Computing)

Where will I need to go on my first day?

On your first day, please report to the Reception in the **Roper Building** at [City Centre Campus](#).

What do I need to bring?

A note pad, pen and a memory stick.

What else do I need to know?

To avoid disappointment, please make sure you apply for your chosen course early. Decisions regarding running or cancelling a course are made one week prior to the start of the course. If a course is cancelled, you will be informed and your course fees refunded in full. Please see [Terms and Conditions of Enrolment](#).

The course will not run on bank holidays or during half term. Please check here for [term dates](#).

Where can I find out more information?

If you need help or answers to specific questions, please contact the [Student Advice Centre](#) on [01225 312191](tel:01225312191) ext. 720 or email info@bathcollege.ac.uk.

If you are not sure which course would be right for you, we offer [FREE Careers Advice to any person aged 19 or over](#). Our advisers can help you search for a suitable course or other learning and training opportunities.

How do I apply?

Online: Click the "Apply" button and fill out an online application form.

By post: Download the [Part-time Learning Agreement](#) and send to Student Advice Centre, Bath College, Avon Street, Bath BA1 1UP.

In person: Visit the [Student Advice Centre](#) in either of our campuses.