

Applying for an IT Baseline Course

Our Baseline courses are designed to allow participants of various skill levels to achieve the ITS's recommended IT Baseline for effective studying. Applicants may already possess varying levels of skill so we offer several routes to the Baseline, that is different courses designed for different levels of starting skill.

Two help applicants decide which route suits them best, we offer a **Needs Analysis** system, which they access when they click on the **Apply now** button.

This means, in fact, whichever option you apply from, you meet the same questionnaire. The options shown on the **Getting Started** page give you information however about the length and difficulty level of the course options.

Note: baseline course options show the label

Part of the IT Baseline

When you access the Needs Analysis, you will see a simple questionnaire. By answering the questions and entering your GUID number will result (when you click **Next**) in the system offering you the most suitable option for achieving the Baseline.

IT Baseline needs analysis

Please answer the following questions in order to decide which level of Baseline course that you should take. If you would like to apply for an Enhancement Unit, [click here](#).

1.	Do you know how to enter text or data and save your work on a computer?	<input type="radio"/> Yes	<input type="radio"/> No
2.	Do you know how to find and open a file or document you were working on previously?	<input type="radio"/> Yes	<input type="radio"/> No
3.	Can you copy text from one part of a document and paste it into another? Can you copy text from one application (eg Excel) and paste it into another (eg Word)?	<input type="radio"/> Yes	<input type="radio"/> No
4.	Can you format text (e.g. font and paragraph changes) or organise it in a table layout?	<input type="radio"/> Yes	<input type="radio"/> No
5.	Do you know how to use My Computer or Windows Explorer to find files, organise them into folders and copy files to create backups?	<input type="radio"/> Yes	<input type="radio"/> No
6.	Can you send and read email messages and attachments?	<input type="radio"/> Yes	<input type="radio"/> No
7.	Do you know how to use PowerPoint to create a presentation: create text slides, title slides and use the Master Slide option for formatting?	<input type="radio"/> Yes	<input type="radio"/> No

When you click **Next**, you will see something like the message below. Click the button for registering for a course (occasionally you may be given two options – one for taught course, one for online course).

>

Needs Analysis Results: Standard course

Given your answers to the questions posed, we have determined that you should take the **standard** course.

Given your answers, we have determined that you should do a taught course. Please press the button below to choose a time for a course.

Register for a taught course »

Click the button to **Register** and you will see the following message

Select a slot

Select a time that you will be free.

I have chosen a **Baseline IT course > Standard course** (4 sessions in course)

In the timetable below, any time that is shown like this: **09:00** is the starting session of a course. If you click on this you will be shown all the details of this course in a new window. If you decide to apply for the course, click the appropriate link and that window will close and you will be taken to a form to fill in.

Note: each session is two hours long

Currently viewing term 1

Key

- 0900** Baseline IT course
- 0900** Enhancement unit
- 0900** Assistive Technology Course
- 0900** University Orientation
- 0900** Needs Analysis Session
- 0900** Summer School

Below this explanatory message you will see timetables for the months of the current semester, e.g.

September 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 10:00 12:00
4	5 15:00	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The blue marks the current date, pink marks course dates you can apply for by clicking with the mouse.

When you choose a date and time by clicking on it, full details about the course will open in a new window.

Simply click on **Apply online for the course** to finalise your application – or click **Close the window** if you decide this option is not for you.

Course details - Mozilla Firefox

http://apps.iteu.gla.ac.uk/booking/coursedetails.jsp?courseID=EOAST02

University of Glasgow

IT Services

Details of Standard course EOAST02

There are 9 spaces remaining on **Standard course EOAST02**.

Date	Start Time	End time
Saturday 03 October 2009	10:00	12:00
Saturday 10 October 2009	10:00	12:00
Saturday 17 October 2009	10:00	12:00
Saturday 24 October 2009	10:00	12:00

Apply online for this course Close this window

Done