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| **Student** | |  | | |
| **Instructor** | |  | | |
| **Student Address** | |  | | |
| **Student Telephone** | |  | | |
| **Student Email** | |  | | |
| **Poster for this term:** | | | | |
| **Physical difficulties?** | |  | | **Foot rest? Y/N** |
| **Own PC/Laptop?** | |  | | **Operating system?** |
| **No** | **Date** | **Summary of lesson** | | |
| **1** | Lesson date  **Set up student folder (to store useful guides) and discuss which courses are to be covered this term** | Areas of interest:  put course stickers here | | |
| **2** | Lesson date |  | | |
| **3** | Lesson date |  | | |
| **4** | Lesson date |  | | |
| **5** | Lesson date |  | | |
| **No** | **Date** | **Summary of lesson** |  | |
| **6** | Lesson date |  | | |
| **7** | Lesson date |  | | |
| **8** | Lesson date |  | | |
| **9** | Lesson date |  | | |
| **10** | Lesson date |  | | |
| **11** | Lesson date |  | | |
| **12** | Lesson date  **Completion of the 12 lesson summary sheet** |  | | |