

Who is this course aimed at?

This is a modular course which is aimed at those wanting to gain an entry level Qualification

What will I need?

No formal qualifications required, but access to a computer for practise is advisable

Programme Aims

This course is designed to help you understand the basics of what your computer can do and to help you find your way around the software.

What will I do?

By the end of the course, you will be able to do the following:

- Term 1
 - How to use Microsoft word to display information
 - Use appropriate formatting
 - Create documents
 - Save and print
 - Insert images
- Term 2
 - How to use Microsoft Excel
 - Create worksheets and charts
 - Use appropriate formatting
 - Save and print
- Term 3
 - How to use Email and the internet
 - How to write an email and add attachments
 - How to search for information
 - How to reply to email

How will I be taught?

Group lessons consisting of presentations, individual and group discussions, and some 1-2-1 support will also be available.

How will I be assessed?

Assessments are used for each module or via a portfolio dependant on Qualification

What could I progress on to?

- ICT Using MS Office Level 1
- Informal learning group

What equipment should I bring?

Pen, pencil and note book

Will I gain a qualification?

Yes OCR or NOCN