

**Who is this course aimed at?**

This is a modular course which is aimed at those wanting to gain a level 1 Qualification

**What will I need?**

No formal qualifications required, previous ICT knowledge is desirable

**Programme Aims**

This course is designed to help you understand 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
  - Use appropriate formatting
  - Create documents
  - Save and print
  - Insert images
- Term 2
  - How to use Microsoft Excel
  - Create worksheets
  - Use appropriate formatting
  - Save and print
- Term 3
  - How to use Email
  - How to write an email
  - How to add attachments
  - 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?**

- On to a college course
- Informal learning group

**What equipment should I bring?**

Pen, pencil and note book

**Will I gain a qualification?**

Yes, OCR or NOCN