

STRODE'S COLLEGE ~ ADULT LEARNING COURSE INFORMATION SHEET



**COURSE TITLE: Computing Next Steps
(Entry 2)**

DURATION: 10 sessions

ABOUT THE COURSE: This course is ideal for those who have completed a First Step (beginners) computing course or for those with very limited computer skills. You will develop your confidence as well as new skills during this friendly and supportive ten week course.

You will cover:

- o using different search facilities
- o keeping personal information safe
- o receiving and sending emails
- o basic editing and formatting techniques
- o printing options
- o file management (saving and organising files)

You will also be working towards an Entry Level 2 Functional ICT qualification (no exam, evidence is collected in class)

ENTRY REQUIREMENTS:

Interview or course specific application required? ~~Yes~~ / No

Prior knowledge / experience: It will be beneficial to have done a beginners First Step computing course, however, this is not essential providing you have keyboard skills and have some experience of using a computer.

STUDY AND ASSESSMENT: The course takes place at a gentle pace over ten weeks where your tutor will help you cover the course units and print the evidence required for the qualification. You will be guided through the units by a supportive and friendly tutor.

It is unlikely that you will need to do work outside of the class, however, it will always be beneficial to practise using the computer at home.

PROGRESSION OPPORTUNITIES: You may wish to progress onto the Entry Level 3 Computing Award which will develop the skills covered in this class whilst also exploring Excel (spreadsheets).

PRE COURSE PREPARATION: None

Contact us on 01784 228676 or 228677 to enrol,
or email adulthoodeducation@strodes.ac.uk

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FINANCE:

- Fee remission available? Yes (subject to status) / ~~No~~
- 24+ Advanced Learning Loan Available? ~~Yes~~/ No
- Bursary Support Available? Yes (which) / ~~No~~

TUITION FEES:

Please call 01784 228676 for the course fee.

ANY OTHER COSTS TO BE MET BY THE STUDENT: Please bring a pencil and paper to make notes. There are no other costs involved in this course.

ADDITIONAL INFORMATION : Your tutor will support you during the course .

The College has computers and quiet study areas which can be used by Adult Learning students after 4.30pm, and the Literary Institute has some daytime availability. Please contact the Adult Learning Team to book. The Learning Resource Centre is available by prior appointment during the day and has a wide range of books and other resources. Students must book via the Adult Learning reception & a student badge will be required.