

STRODE'S COLLEGE ~ ADULT LEARNING COURSE INFORMATION SHEET



**COURSE TITLE: Computing Intermediate
(Entry 3)**

DURATION: 10 sessions

ABOUT THE COURSE: If you have previous knowledge of using a computer and would like to learn more, then this course will provide you with the skills and confidence to use a computer more effectively.

You will develop your knowledge of IT hardware and will learn more about Excel, Word and Outlook.

You will also be working towards an Entry Level 3 Functional ICT qualification (no exam, evidence is collected in class).

You will cover:

- reading, sending and receiving electronic messages
- IT hardware (including input and output devices)
- software applications (Word, Excel, Outlook)
- file management and searching for stored information
- more advanced editing and formatting techniques (e.g. inserting and repositioning graphics, editing text appearance, formatting information)
- options for printing and viewing on-screen information

ENTRY REQUIREMENTS:

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

Prior knowledge / experience: The course is suitable for people who have completed a beginner's computer course (First and Next Steps).

Learners must have a good command of spoken English.

STUDY AND ASSESSMENT: The course is gently paced over 10 weeks and you will work towards an Entry Level 3 Functional ICT qualification based on the work you do in the classroom.

It is recommended to practice your computer skills outside of the classroom in order to ensure you get the most from the course.

Computers can be booked at the Literary Institute, subject to availability.

PROGRESSION OPPORTUNITIES: You may wish to continue to the next level, Level 1 Functional ICT, which would continue to develop and enhance your skills. Alternatively, you may wish to choose from one of our other computing courses (Build your own Website etc).

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

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PRE COURSE PREPARATION: None

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 : You will be supported by your class tutor, and the Continuing Education team will also be pleased to assist with any administration or enrolment questions.

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.