

COURSE DESCRIPTION 2016-2017

Course: ICT for Improvers	Awarding body: None
Contact: Chloe Dawney	Course length: 5 weeks

Course summary/aims:	This course is suitable for learners who already have a basic knowledge and some experience of using a computer system but would like to further develop this ability and improve their confidence in using computers.
Course objectives:	<ol style="list-style-type: none"> 1. Demonstrate how to send an email with attachment. 2. Plan a journey using the Internet. 3. Demonstrate how to open and enter basic information and basic formatting using Microsoft Excel and Microsoft Word. 4. Demonstrate how to transfer photos from a digital camera or smartphone to a computer. 5. Demonstrate how to check the security status of a computer as well as understand the importance of security software.
Course content:	We will consider how to transfer digital photos and explore some ways to effectively organise files and folders. We will use the Internet to carry out research and plan a journey as well as look in more detail at PC/Internet safety & security. The course introduces learners to office/productivity programs and explore the basic use of Microsoft Word and Microsoft Excel.
Teaching and learning methods:	Mix of tutor input; individual written tasks; group discussions; computer and online practical tasks.
Course level/entry requirements:	Ability to <u>confidently</u> use a computer mouse and keyboard. General experience in using a computer.
How progress is checked during course:	Hand-outs/practical tasks and informal observation during sessions.

Extra study or practice required at home?	Not essential but would be advantageous to practice between lessons.
Formal course accreditation? If yes, how is the course assessed?	No
Materials you will need to bring to the course:	Pen and paper or note book (not essential)
What can I do next?	Courses leading to ITQ L1 Qualification

Information, Advice and Guidance sessions are available on request (it is best to make an appointment).

If you feel you may need some support eg. with English, Maths or ICT, please ask.

To get in touch, please call your local CLIP Learning Centre (see below) or email info@cliplearning.com

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