

# Adult, Community and Family Learning Service

## Adult Learning Courses

### Entry Level ICT Accredited Course

**COURSE DURATION:** 15 weeks (2 hours per week).

#### WHO IS THIS COURSE FOR?

This course is available to adults aged 19+. Ideal for beginners or progression from the beginners six week course.

#### WHAT WILL I LEARN?

By the end of this course you will be able to:

- Use basic word processing functions such as copy, paste, cut , Clip Art etc.
- Explore Spreadsheets in excel
- Produce documents in Microsoft Publisher
- Set up an email account and explore the internet
- Save their work to the computer and a portable storage device (memory stick)
- Produce a portfolio of work to gain an entry level qualification

#### HOW WILL I LEARN?

You will learn through a combination of teacher input, practical classroom-based tasks, simulations, use of information technology and a final project using the skills you have learnt. You will also have the opportunity to showcase your work and celebrate your achievements.

#### PROGRESSION OPPORTUNITIES

Learners who have completed this course may want to undertake a level one ICT qualification. There are also many other topics available within our Adult and Community Learning brochure including Skill for Life opportunities in literacy and numeracy. Additionally other providers, clubs and organisations across the island offer a wide range of courses, including the potential progress to Further and Higher Education opportunities.

#### COURSE MATERIALS

You will not need to provide any materials for this course. Essential materials will be provided by your tutor.

#### ADDITIONAL INFORMATION:

**Web:** [www.iwcommunitylearning.ac.uk](http://www.iwcommunitylearning.ac.uk)

**Email:** [acl@iow.gov.uk](mailto:acl@iow.gov.uk)

**Telephone:** 817280

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