

Course Information Sheet



Course Code and Name: GL0051013 BTEC ITQ User Award: E3

Venue: Adult Education In Gloucestershire
Gloucestershire County Council
4-6 Commercial Road
Gloucester
GL1 2EA

Start Date: 14 May 2018
End Date: 23 July 2018
Day: Monday
Time: 09:15 to 13:00
Weeks: 10

Tutor: Wayne Wall

Course Provider: Adult Education in Gloucestershire

Course Summary:

This qualification can equip you with the IT and computer skills needed for employment. It is designed for those with little experience of using computer applications and will prepare you for the IT challenges of the workplace. Most office jobs require you to have basic keyboard and data entry skills, as well as a basic understanding of how to use software such as Microsoft Office. Even non-office jobs can require some computer training, for example, retail cashier positions require employees to operate complex point-of-sale kiosks and factory positions may require employees to use computers to log their hours worked or to enter production information each day. The units covered in this qualification are:- Spreadsheet Software [using Excel], The Internet and the Web and Using Email (including how to attach a document, read and respond to email and storing email messages appropriately for future use).

Eligibility:

Learners must be over 19 on the 1st September of the academic year they start their learning. Resident in UK for 3 years (some exceptions).

How will the course be taught?

This course is tutor led.

How will I know how well I am doing?

Feedback will be given within the course along with IAG to signpost further detailed information when needed.

Prior Knowledge:

No previous experience is necessary, although previous experience will determine your individual starting point.

What do I need to bring?

All event materials needed will be provided by the tutor.

How do I join the course, or find out more?

Joining up couldn't be simpler - call Adult Education Gloucestershire on Tel: 0800 542 1655 or email us on amanda.cooper@gloucestershire.gov.uk and book an enrolment appointment.

Cost:

FREE * Subject to eligibility. There may be a charge for people in work.

What course can I do next?

We can help you decide the best way forward for you. You could progress onto further college courses and vocational qualifications.

Information and Advice for Progression:

Information on progression is available. Contact your tutor for further information or call 0800 542 1655 or e-mail learn@gloucestershire.gov.uk.

Health and safety:

All of our venues undergo a health and safety audit on a regular basis. If you have specific needs please inform us before you start this course.

Further information:

No information provided