

# Course Information Sheet



## Course Code and Name: GL0051786A BTEC: ITQ User: Entry Level 3

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

**Start Date:** 07 March 2019  
**End Date:** 18 July 2019  
**Day:** Thursday  
**Time:** 12:30 to 14:30  
**Weeks:** 17

**Tutor:** Wayne Wall

**Course Provider:** Adult Education in Gloucestershire

### Course Summary:

Prove your computer skills and boost your employability! This very popular BTEC Entry Level 3 Computer Qualification will help you learn about Microsoft Office applications, including Word Processing and Excel Spreadsheets. This is a 17 week long course and fits in around school times and school holidays. If you are eager to get a computer qualification that is recognised nationally then why not join up? You will learn lots of keyboard shortcuts so that you can work efficiently and effectively, saving you lots of time and improves accuracy. You will also study a unit on email and email management. You will explore topics such as privacy, communication with multiple people an exploration of the various types of email providers and the tools and features that come with an email account. You can progress on to BTEC Level 1 and BTEC Level 2 upon successful completion.

### Eligibility:

Learners must be over 19 on the 31st August of the academic year they start their learning. Note: if not ordinarily resident in UK for 3 years (Please speak to a member of staff to confirm eligibility for funding).

### How will the course be taught?

Learning will take place in small friendly classes using, individual and group work, demonstration, discussion and using a variety of practical activities.

### How will I know how well I am doing?

You will follow your own individual learning plan with progress recorded by tutors and yourself.

### Prior Knowledge:

Experience of using a mouse and a keyboard is essential. Some familiarity with Microsoft Office Applications an advantage.

### What do I need to bring?

All materials needed will be provided by the tutor.

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

If you are interested, please contact us by telephone 0800 542 1655 or email [learn@gloucestershire.gov.uk](mailto:learn@gloucestershire.gov.uk)

### Cost:

Free to eligible learners

### What course can I do next?

No information provided

### Information and Advice for Progression:

Advice will be given on an individual basis throughout the course. Please contact your tutor for information about suitable progression routes.

### Health and safety:

All of our venues undergo a health and safety audit on a regular basis. The tutor will advise on health and safety guidelines at the beginning of the course, these guidelines will be followed throughout the course.

### Further information:

No information provided