

## Course Description and Outline

<b>Course Title</b>	Get Started in Microsoft Word		
<b>Level of Course</b>	Beginners	<b>Course Code</b>	C0070
<b>Duration in Weeks</b>	1 week		
<b>Brief Description of Course What will the course cover?</b>	This course will introduce you to creating documents, proofreading your work and where necessary making corrections/amendments. You will discuss the importance of working safely with computers.		
<b>Entry Requirements</b>	You will need basic computer skills – eg use a mouse and keyboard and open software applications.		
<b>Main Learning Outcomes for all Learners (Maximum of 5) By the end of the course you will be able to:</b>			
<b>1</b>	Log on to computer using a password		
<b>2</b>	Type text and figures into MS Word document		
<b>3</b>	Carry out corrections and amendments to text		
<b>4</b>	Insert pictures		
<b>5</b>	Describe how to work safely when using computers		
<b>Equipment Required What will I need to bring to class?</b>	You will need to bring your enrolment slip, notebook, and pen and memory stick.		
<b>What courses can I go on to?</b>	The Idea Store Learning course guide gives details of all our ICT courses and your tutor can offer advice.		

**What examination or assessment will there be and what will it involve?**

At the start of the session you will complete an Initial Assessment and this will provide a starting point for your learning.

**How will I know I am making progress?**

You will receive feedback from your tutor during the workshop

**Is there anything else I need to know?**

In general, we will not allow late entry to any course. In all cases the full fee will be charged

You can discuss issues with your Tutor or the Assistant Programme Manager at anytime during the course.

**What if I want extra support? Contact the Learner Support & Advice Team**

Come and see one of our experienced and friendly advisors. For further information, email [ideastore@towerhamlets.gov.uk](mailto:ideastore@towerhamlets.gov.uk) and a member of the team will get back to you.

This is a brief description of the course content and is not definitive or exhaustive. The course content may be subject to change without notice however the details above are intended to give a picture of the types of activities which may be included on the course.

Course outlines provide a general summary of the contents and material to be covered during lessons. They are subject to change at the discretion of teachers to meet the needs of learners and should not be regarded as prescriptive lists of activities to be covered.

Course Outline V.3