Course Description and Outline

Course Title	IT Improvers

Level of Course	Entry 2	**Course Code**	C1277

Duration in Weeks	10 weeks
Brief Description of Course **What will the course cover?**	The aim of this course is to refresh your previous ICT skills. Identify part of the computer and windows environment. Surf the Internet, Create e-mail address, send/receive/reply and forward messages Managing files and folders. Create a MS Word document. Create a spreadsheet using formulas.
Entry Requirements	You will need basic computer skills and be able to logon to a computer using a password, open software, enter and edit text Speaking and listening skills at or above Entry 3. Reading and writing skills at or above Entry 3. You should be able to read and follow instructions

Main Learning Outcomes for all Learners (Maximum of 5) **By the end of the course you will be able to:**	
1	Work safely and responsibly online
2	Search for information on the internet
3	Send, receive, reply to and forward messages
4	Independently explore features of software
5	Organise files and folder
Equipment Required **What will I need to bring to class?**	You will need to bring your enrolment slip to the first class, a notebook, pen and a memory stick.
What courses can I go on to?	This will be discussed at a 1:1 meeting at the end of the course. The Idea Store Learning course guide gives details of all our ICT courses.

What examination or assessment will there be and what will it involve?
At the start of the course you will complete an initial assessment consisting of an ICT/Online Literacy and Numeracy assessment. This will provide a starting point for your learning. The Tutor will continuously assess your work and keep a record of your progress. There is no examination at the end of this course. If you have attended regularly and completed the tasks necessary to achieve the course goals you will gain the necessary reading, speaking, writing and listening skills to continue to the next level. Please note on all examination courses, it is a requirement that you provide photographic proof of ID. This is for external awarding body and internal invigilation authentication purposes.
How will I know I am making progress?
You will receive regular feedback on practical tasks which will highlight your strengths and areas for improvement. You will have an individual learning plan to monitor your own progress, and you may also want to keep your own diary of your progress. You will gain more from the course if you commit time to practising outside the classroom.
Is there anything else I need to know?
We expect you to attend all sessions, arrive on time and complete any homework given by your tutor. In general, we will not allow late entry to any course. In all cases the full fee will be charged.
What if I want extra support? Contact the Learner Support and Advice Team
The Learner Support and Advice Team can support learners to achieve their education and employment goals. Information, advice and guidance are given on a range of issues including financial support, support available for learners who are disabled, and learners with learning difficulties. Come and see one of our experienced and friendly advisors who can help you make the next step. For further information, text **IDEA** and your name to **07950 080 341** or email **ideastorelearning@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 actives 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.

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Library Learning Information