Course Description and Outline

Course Title	IT for ESOL with Employability – Term B		
Level of Course	Mixed Levels	**Course Code**	
Duration in Weeks	10		
Brief Description of Course **What will the course cover?**	This course will help you build or enhance your IT skills and also offer another opportunity for you to practice your written and spoken English. You will learn vocabulary relevant to IT and the workplace. As this is a mixed level group you will agree one or two personal goals with your tutor based on your current knowledge and level in both IT and English.		
Entry Requirements	None, this course is suitable for beginners and those with some IT knowledge.		

Main Learning Outcomes for all Learners (Maximum of 5)			
By the end of the course you will be able to:			
1	Work safely using a computer E1 Login to a computer using user name and password and set up work area safely. E2 Identify benefits of anti-virus software E3 List 3 hazards of using the internet and identify how to avoid them		
2	Use a computer to prepare for employment E1 Recognise and use work related words in a sentence E2 Complete online forms/job applications E3 Prepare a CV and letters of application		
3	Compare employment in Britain and overseas E1 Create a simple poster about disability E2 Bulleted lists comparing disability rights in two countries E3 Create and deliver a short presentation on disability at work		
4			
5			
Equipment Required **What will I need to bring to class?**	You will need to your enrolment slip to the first session as well as a note book, pen and folder. You may want to buy a USB stick.		
What courses can I go on to?	Idea Store Learning offers a range of IT courses including qualifications up to Level 2. Your tutor will advise you on progression towards the end of your course.		

What examination or assessment will there be and what will it involve?
There is no examination with this course. A tutor conducted initial assessment will be followed by on-going assessment of progress and achievement.

How will I know I am making progress?
The tutor will give you continuous feedback on your oral and written work as well as suggestions for improvement. You will have an individual learning plan to monitor your own progress. The tutor will keep a record of your work and performance and discuss this with you. You will gain more from the course if you commit study time to it outside the classroom.

Is there anything else I need to know?
In general, we will not allow late entry to any course after the first two weeks. In all cases the full fee will be charged. You can discuss issues with your tutor or the Assistant Programme Manager at any time during the course.

What if I want extra support? Contact the Learner Support & Advice Team
We want to support all our learners to achieve their goals. If you want help to decide what to do next or if there are any circumstances which you think may prevent you from studying (such as financial problems, lack of basic skills, disability or a learning difficulty) we may be able to help. For these and any other queries call the Learner Support and Advice Team ring back service on 020 7364 5665.

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