



Course name: Introduction To Computing

Course tutor: Fiifi Ampiah

How many weeks is the course?

Eleven weeks (11 weeks)

What are the dates of the course?

Courses start in September and February. Please call 02072756750 to confirm the next start dates.

What are the days and times of the course?

Two days a week

What Qualifications will I get?

Certificate for IT Users - City & Guilds 7266-01
Microsoft Digital Literacy Certificate

Which modules will I cover?

- Understanding PC terminology
- File management
- Computer Hardware and software basics
- Using Email and Internet
- Health and safety at work
- Maintaining your PC

What else could I do on the programme

(e.g English and Math support, Job Search etc..)

The Edexcel National Test for Literacy and Numeracy will be offered at Level 1 or 2. If you have not received a Literacy or Numeracy qualification or equivalent above Level 1 in the last five years then this will be a compulsory part of your course.

How is the learning Marked/Assessed?

(Portfolio building, assignment, online test)

What can I do next?

The will be a progression to Level 2 Diploma For IT practitioners offered by the ELATT, however this is **NOT automatic**. To qualify for this level you **MUST successfully complete all course requirements i.e all assignments including 100% attendance and be of good conduct**. Finally the course tutor will have to recommend your ability to cope at level 2 before you will be enrolled on to the course as it is more intensive than the level 1 course. Please bear in mind that this decision is to ensure that we are not setting people up to fail.

Please Note

Optional Modules and levels to be discussed and agreed with tutor