



Day:	Wednesday
Time:	7.00-9.30pm
Start Date:	19 September 2011 10 weeks
Numbers:	Minimum: 10 Maximum: 14
Course Title and Level :	Returning to Work IT Skills
Course Fee:	£125
Tutor:	TBA

Who is the Course for?

Do I need any prior experience? This course is designed to equip learners with skills to enable them to feel more confident when using Word, Excel and Outlook. It may appeal to those seeking employment or those wishing to improve productivity in the workplace. The course will be ideal for those who have some knowledge of the keyboard/mouse and basic word processing skills.

Will I need an Interview? No.

What could I do next? Progress to ITQ level 1.

What are the aims of the course?

Course aim: This is a short introductory course aimed at students who wish to become more confident with using basic skills in Word, Excel and Outlook.

What topics will I cover? You will cover basic word processing skills, including professional letter layout, using headers and footers etc. You will also learn how to make a new folder and effectively file your documents. You will receive an introduction to working with spreadsheets which will include the use of simple formulas and functions and you will use Outlook to send and receive emails including emails with attachments.

What will the sessions consist of?

Use of a computer and access to the internet outside of the lesson is recommended. Homework will be set each week and needs to be completed if you wish to be successful.

How is the course assessed?

You will be assessed by the tutor through ongoing classroom tasks and activities.

How can I prepare for the course?

Key Facts

If required, computers at Collyer's Learning Resource Centre can be used until 9.00pm on Monday to Thursday evenings.

**What Next?
Contact us**

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