

THIS IS AN ONLINE COURSE

Please ignore dates below - start dates are flexible

<b>Course No:</b> EU1452	<b>Start Date:</b> 20 April 2020	<b>End Date:</b> 13 July 2020	<b>Start Time:</b> 12:30	<b>Day Of Week:</b> Mon
<b>Centre:</b> GEARIES		<b>Tutor:</b> Anisha Agrawal		<b>Total Learning Hours:</b> 30

### How will this course benefit me?

This is an entry course aimed at learners who have none or limited formal training in IT and who wish to progress to Digital Skills - Entry 3

### What are the entry requirements?

You will have completed a Digital Skills for Improvers course at Entry 1. You will need a sound understanding of written and spoken English at Entry Level 3.

To participate in online courses you will need to have the following:

- a computer/laptop/tablet with a fully updated browser (preferably Google Chrome)
- an email address
- a reliable internet connection
- a microphone and preferably a camera

Once you are enrolled on the course, you will receive detailed instructions on how to join the class

### What will I learn?

- Health and safety using a computer
- Read, send and receive emails
- Search effectively on the internet to retrieve information
- Edit and format a range of documents using Microsoft Office
- Use Learn my Way

### How will the course be delivered?

This course will be delivered online, and will involve tutor presentation and class discussion. Preparation and homework outside class times is expected/recommended.

### How will my learning be assessed?

You will need to work on a set of tasks throughout the course. Your tutor will provide regular feedback on your progress and achievement. You are expected to practice and complete homework when necessary.

### What are the extra costs?

You will need to purchase a USB stick to store your work. Pen and paper for notes

### What can I progress to next?

This course will give you the skills and confidence to progress onto courses such as Digital Skills Plus – E3. Your tutor will provide you with advice on progression opportunities at the end of the course.

### Health and Safety requirements?

No, but safe use of computers is essential. This will be covered as part of course induction

Courses are subject to a minimum number of enrolments and could be cancelled if recruitment is low. Where possible an alternative class will be offered at a different time/location. If you require any further information or advice, please contact our customer service advisers on 02085502398 or email [enquiries@redbridge-iae.ac.uk](mailto:enquiries@redbridge-iae.ac.uk)

## Where to find us

Centre	Address	Parking
Gearies	Gaysham Avenue, Ilford, IG2 6TD	There is pay and display parking at this centre.
Mildmay Neighbourhood Learning Centre	2-4 Mildmay Road, Ilford, IG1 1DT	There is pay and display parking opposite the centre.
Wanstead House Community Centre	21 The Green, Wanstead, E11 2NT	Parking is very limited at this centre.
Other Centres	Please check with your subject team.	

---