

Online Course Information Sheet

Course title: Beginners ICT

What is the aim of the course?	This course aims to improve on the basic skills you need to use IT in everyday life, specifically the skills needed to effectively use the internet, send emails, write a basic letter and compile a CV. It will help you towards a Level 1 qualification if that is your aim.
What other skills do I need?	None. Learners' will be assessed online before starting the course; this will also include a test of your broadband and your computer's processor/memory. You will have to keep you work organised on OneDrive to build up an online portfolio of evidence.
Course content	It will benefit you if your <u>objectives</u> are: <ul style="list-style-type: none"> • to use government and other services that can only be accessed online; • to communicate, free of charge, with anyone anywhere in the world by email; • to gain the confidence to explore the use of IT as a helpful tool in many other walks of life e.g. entertainment, research and shopping; • to lay out a basic letter, flyer or poster using pictures and text; • to understand what is required to gain a Level 1 IT qualification.
Implementation How will I learn?	All sessions will include online tutor demonstrations whilst working through paper-based workbooks; working on individual projects or with others in groups using online shared resources.
How will I know I am progressing?	Each learner will have a Personal learning Plan which he or she will update during each session. In addition to this your tutor will give you regular updates on your progress both verbally and in written feedback.
Impact What can I expect to achieve?	You will receive a certificate of achievement for completing this course. Completion of this course will equip you with the basic IT skills that you will need to join an Intermediate IT course and to progress to formal IT certification useful in finding work or moving into further education. For more information
What could this course lead to?	on follow-on courses that award internationally recognised qualifications ask one of the EDT tutors all of whom are qualified to provide you with information and guidance.
What materials or equipment will I need to provide?	This is a wholly online course you will need internet access, a PC or laptop with MS Office (we can supply a FREE version of MS Office if necessary), and enough computing power to run Zoom video conferencing software.
How do I join?	Please contact EDT via our website http://www.edt.org.uk/contact-us/ or email info@edt.org.uk clearly specifying the course and your full contact details.