## Online Course Information Sheet

### Course title: Intermediate ICT

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| **What is the aim of the course?** | This course aims to provide you with the basic skills needed to use IT in everyday life, specifically using email & the internet, word processing, spreadsheets and PowerPoint when measured against level 2 standards. |
| **What other skills do I need?** | You should not be a complete beginner at IT. An IT Level 1 qualification would be advantageous; however, skills and knowledge will be initially assessed during the induction process. EDT will also need to test of your broadband and your computer's processor/memory to make sure that you can work remotely. <br><br> 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 objectives are: <br> • to gain the skills and confidence needed to use IT in everyday Life, specifically IT that are mapped against a level 2 standard <br> • to use Microsoft Office for a variety of administrative tasks; <br> • to become more employable and to widen the scope of work for which you can apply; <br> • to formalise your skills by taking a Level 2 IT qualification such as the European Computer Driving Licence (ECDL); <br> • to move into Further Education. |
| **Implementation** <br><br> **How will I learn?** | All sessions will include online tutor demonstrations and working through a paper-based workbook; 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** <br><br> **What can I expect to achieve?** <br><br> **What could this course lead to?** | You will receive a certificate of achievement for completing this course. <br><br> Completion of this course will equip you with the Microsoft Office skills that many employers are looking for. It will also be useful should you wish to move into further education. For more information on follow-on courses that award internationally recognised certification 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. |