

Computer Literacy



Foundation Studies

Who is the course for?

The course is for adults with learning difficulties who want to improve their work and Computer Skills.

What does the course aim to do?

The course will enable you to learn computer skills whilst improving your literacy skills. Tutors will give you the opportunity and support to identify what skills you need to work on and help you to make progress by achieving your targets.

What will be covered?

You will learn new skills to improve your confidence in using a computer. These might include Word processing, Using powerpoint with images, E-mails, Exploring the internet and taking photos off your camera.

What are the final qualifications?

You will receive a Course Certificate for the literacy skills you have achieved.

How will I be assessed?

You will set yourself literacy targets with the tutors and collect evidence to show that you have achieved those targets. Assessment is continuous throughout the course

What facilities will be provided?

All of the things that you need will be provided.

Will I have to study at home?

No

Are there any additional costs?

Occasional minimal costs may occur for some projects.

What course can I do next?

The college offers a range of courses in Foundation Studies part-time programme and these are advertised in the college Part-time directory. There are other **Work Skills** courses and courses for **Independent Living Skills** which aim to improve your numeracy or literacy. **Investigating Recreation and Leisure courses** are also offered to help you develop hobbies and interests.

Additional information

For further information contact Information and advice.

Where and when

Chippenham Campus

Thursday 17 Sep 2009  **15:15-17:15** 30 wks **FREE** CHP0021F0

Salisbury Campus

Thursday 17 Sep 2009  **13:00-15:00** 30 wks **FREE** SAP0206F0

Trowbridge Campus

Monday 14 Sep 2000  **15:15-17:15** 30 wks **FREE** TRP0206F0

Thursday 17 Sep 2009  **15:15-17:15** 30 wks **FREE** TRP0023F0