

**To take part on this course you must be aged 19+ and Hertfordshire residents.**

**Course title:** Foundational Computing

**Tutor:** Anita

**Course Fee:** £10.00

**Start date:** 23/04/2021

**End date:** 02/07/2021

**Day(s):** Friday

**Time:** 09.30-11.30

**Location:** Online Only

### Learners per Group:

This course will have no more than 16 learners.

### How will I learn?

This course is taught online. To access these online activities, you will need a tablet or laptop/computer with a microphone and preferably a webcam.

- ✓ You will be sent the details about how to log into your Zoom classroom by email a day before your course is due to start.
- ✓ Course paperwork will be emailed as an attachment and you will be expected to complete and return these via email on a weekly basis.

If you are unable to attend the first 2 sessions, please note your classroom place **WILL** be offered to someone else and other methods of learning will be available to you. If you must arrive late to or leave early from the lesson, please let your teacher know.

### This course will teach you to:

- Use word to create documents
- Create simple graphs In Excel
- Produce a presentation in PowerPoint

### Progression Opportunities:

- Higher Level ESOL Courses
- Employability Courses
- Voluntary Work

### How do I find out if I can get some support for my learning?

If you feel that you need any additional help and support in your learning, please discuss with your tutor.

**Please be aware course fees are non-refundable.**

For further information, please contact us on:- 01923 816229