

# Flexible Learning Computer skills

## Accredited and Bite size courses 2017/18

**Software:** Windows / Microsoft Office 2010/2013

### Bite size courses - is this the right course for me?

If you want to learn new skills or refresh old ones but cannot commit to regular fixed courses, this could be the perfect answer. You choose your course and enrol for 4 weeks. If you are not able to attend a session please inform the tutor – you do not miss any work, just continue for another week.

- You can start at any time during the year
- Learn around your home, work or care commitments
- Tutor always available to offer help, support and encouragement
- Maximum 12 learners in a session

### What will I learn about?

You can choose from these 4 week bite-size courses:

- **Get to know the basics** – complete beginners
- **Writing Letters using Word** – content and layout
- **Working with Tables in Word** – organise information
- **Introduction to Spreadsheets (Excel)** – work with numbers and formulas
- **Set up email** - start using, including sending/receiving attachments
- **Upload your Photos and Edit** – upload from camera or phone, save and edit
- **Presentations (PowerPoint)** – graphics, slides, handouts
- **Touchscreens - iPads and iPhones** – bring your own and learn about apps, tapping and swiping
- **What is Online?** An introduction including shopping and socialising online

You can find out in more detail what each course covers by speaking to one of the Flexible Learning tutors either by dropping in at one of the sessions or telephone 01908 556700.

**Cost:** £46/£38 for 4 sessions

### What do I need to bring to classes?

- Note pad and pen
- Proof of age or concession

### Will I gain a qualification?

The bite size courses do not offer a formal qualification but you may receive a Certificate of Attendance from your tutor.



If you would like to work towards a qualification you can choose from these units:

**Computers for Beginners Entry Level Award (3 units):**

- Display information
- Using ICT to find Information
- Communicating Information using ICT
- Producing charts

**Cost:** £35

**ITQ Level 1 Award in IT User Skills (3 units):**

- Word Processing Software
- Spreadsheet Software
- Database Software
- Presentation Software
- Online Communication - Using the Internet and E-mail

**Cost:** £280/£35 refundable deposit on completion of 3 units

**How will I learn?**

You will learn by following instructions and exercises in your course booklet with help and support from your tutor. You will also have an individual learning plan which can be used to let the tutor know what you want to achieve from the course, and how you are progressing towards your own learning goal.

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**What can I do next?**

You can enrol on any of our Flexible Learning courses, or our main brochure has a wide variety of tutor-led courses. Brochures are available at all Centres, tel: 01908 556700 or check the website [www.milton-keynes.gov.uk/CLMK](http://www.milton-keynes.gov.uk/CLMK)

**What do I need to bring to classes?**

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- Proof of age or concession

**Can I talk to someone about my course before I start?**

If a member of the CLMK staff cannot answer your query, we will put you in touch with the tutor. You are welcome to drop in at a session and speak with the tutor, but it is advisable to arrive about ½ hour after the start of the session.

**Opening times**

**Rivers Centre, Trent Road Bletchley – Tuesdays - 9.30am - 12pm**