


Computer Courses

Word Processing – Introduction (Level 1)

What skills do I need?	You should be familiar with the Keyboard and have used a mouse before. The course is recognised as Level 1 (GCSE D-G) and is an excellent starting point for those who have only a little experience of using computers.
What does it cover?	Navigating within Microsoft Word, Saving, Formatting (including working with bullets and numbering), Editing, Tabs, Page Setup, Printing, Headers and Footers, Inserting pictures and objects and Tables.
How long is the course?	It depends on your starting point and the amount of time you can allocate to the learning per week but the recommended time is 30 hours . However, you can do the course quicker if required or select the “ test only ” option if you are already using the software regularly and just need a certificate.
Where do I learn?	You can attend the learning Centre on a flexible basis at dates and times to suit your needs. Start anytime of the year and we will agree a completion date with you depending on your lifestyle. This course is available online and needs very little contact with the Centre other than enrolment and sitting the test if that is the method you prefer.
 How do I learn?	We use a blend of online learning and paper based resources to ensure you have all the help you need. You can do the online learning from anywhere that has broadband web access. You will be assigned a personal tutor who will support you throughout your course.
How much will it cost?	Single qualifications are not available free. If you are unemployed and entitled to a free course please see the ITQ qualifications on our website. Many include this course along with two other courses free of charge. Costs for this course include all learning resources, enrolment with BCS and certification. Please see the Price List on our website: www.redditchbc.gov.uk/education
Tests & Assessments	Modules are assessed through quizzes, online assessments and a variety of offline tasks to complete. There will be a 45 minute test (online or paper based) at the end of the course. Learners are entitled to four attempts at each module if necessary.
What qualification?	We deliver a recognised qualification from the British Computer Society (BCS).
What can I progress on to?	IT qualifications at Intermediate Level (Level 2) which includes Word Processing.
How do I book or find out more information?	Phone: the Centre on 01527 524762 Email: learningonline@redditchbc.gov.uk Visit: the Centre - Greenlands Business Centre, Studley Road, Redditch, B987HD Website: for opening times, map and prices: www.redditchbc.gov.uk/education