




Development of English skills

Developing Communication and IT Skills

Day:  Time:  10 to 12 at 
New Addington Library

Who is this course for?

This course is for learners who want to develop their computer skills and their written and spoken communication skills.

What will I learn?

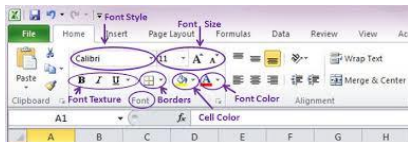
You will learn how to:

- Log on, find and save work on a computer.



- Use Microsoft Word,  Publisher,  PowerPoint  and the Internet 

- Learn how to change font size, style and colour



- Learn how to insert pictures from different places.



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- Make cards,  calendars , posters  and

make a presentation on the computer.



You will also develop and improve the following functional skills:

- Literacy and Numeracy



Entry requirements

To be considered for this course, you must:

- Work towards to improving written and spoken English



- Have basic ICT skills e.g. know how to use a mouse and a keyboard



ASSESSMENT METHOD

Observation and finished work.