


## COMBERTON ACADEMY TRUST COURSE INFORMATION

Course Title	I.T. Skills for Work					
Course Description	Update your IT skills for employment.					
Start Date	27 <sup>th</sup> September	Day & Time	Tuesday 7.00 - 9.00pm	Venue	Cambourne Village College	
Tutor Details	Arvind Ramachandran B. Eng (Computer Science), M.B.A					
No. of wks	6	Terms		1		
Fee	£47	Concessionary Fee		£35		
Course Level:	Mixed ability			✓		
	Level 1, Level 2 (equiv. to GCSE / NVQ2)					
	Level 3 Equivalent GCE A Level					
Skills or qualifications needed for entry into the class						
Course aims & objectives						
<p>This course focuses on skills for employment and will provide both practical skills and theoretical knowledge across a range of IT topics from spreadsheets to effectively using your mobile device. It is designed for those who have some knowledge but want to refresh their existing skills for day to day work in any organisation.</p> <p>The course aims to cover the following :</p> <ul style="list-style-type: none"><li>- Microsoft Word (how to draft letters and reports and create files)</li><li>- Microsoft Powerpoint (how to create a presentation)</li><li>- Microsoft Excel (using spreadsheets)</li><li>- Using Internet and email (search engines and websites)</li><li>- Excel Macros</li></ul>						
Progression – after this course what might you do next?						
Advanced IT course						
How progress & success will be recorded						
Classroom exercises and homework						

<b>Additional course costs</b> (e.g. visits, materials, books, equipment)	
None	
<b>Materials/equipment required for first class</b>	A laptop computer (if available)
<b>Contact for further information</b>	Community Education: 01223 264721 <a href="mailto:commed@combertonvc.org">commed@combertonvc.org</a>

### **Equalities statement**

We are fully committed to equality of opportunity and welcome enrolments from everyone. We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect.

We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities

### **Enrolment and payment**

Please enrol at Comberton Village College for all courses, including those in Cambourne and Melbourn. Fees can be paid by cheque, cash or debit card. Payments are not processed until classes are viable but please assume the class is running once payment has been sent, unless you hear to the contrary. Please send an SAE or email contact for confirmation or a receipt.

By Post: **Adult Education, Comberton Village College, Comberton, Cambridge, CB23 7DU.**

Cheques payable to: *Comberton Village College.*

In Person Please bring payment to the college reception.

9.00–4.45 pm Mon–Thurs & 7.00–9.30 pm Mon and Weds, term time only.

Summer Holiday: we pick up messages each week and return calls and emails. We are closed in other school holidays.

By Phone 01223 264721 and pay by debit card.

**Refunds** are only available if we close a class or you withdraw at least two weeks before the start. In the latter case there is a £5 administrative charge. Classes cancelled by us due to unforeseen circumstances (e.g. tutor illness or college closure due to heavy snow) will be replaced with an extra class at the end.

**Concessionary Fees** (25% discount) are available if you receive a means-tested benefit (evidence to be provided). It is also possible to pay by instalments and this method of payment is available even if you do not qualify for a concessionary fee. Please ask for details.

### **Safeguarding Statement**

Arrangements have been made to make sure that you are safe in our centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the centre manager, who will investigate to ensure your safety.