



## Starting Points Computers and English

### **WHY TAKE THIS COURSE?**

This is a course that combines literacy (writing) and computer skills. The overall aim of the course is to enhance your computing skills by producing a range of documents such as formal and informal letters, information leaflets and attractive posters which, along the way, will also improve your literacy skills.

### **WHAT ARE THE KEY TOPICS IT WILL COVER?**

The course covers: logging on and closing down correctly, using the mouse, getting to know the keyboard, creating and printing a simple document, keyboard skills and using toolbar icons in Word to create and enhance your letter writing, improving your grammar and punctuation using the editing skills – insert, delete and move text (cut and paste), paragraphing and inserting paragraph breaks, proof reading skills including using the spelling and grammar checker, using font styles, sizes and colour to enhance document presentation and manipulating ClipArt images to create posters.

### **WHO WILL THE COURSE SUIT?**

You do not have to have any literacy or computer skills to enjoy this course. Together with your tutor you will identify your existing skills (both computer and literacy) and negotiate what new skills will be developed during the course. This is known as your Individual Learning Plan. You must be over 19 years of age and you should not have already got a Level 2 (GCSE level) qualification in English. For example you should be below Level 2 standard.

### **IS THERE A QUALIFICATION AT THE END OF THE COURSE?**

Yes. You will have an opportunity to obtain the Certificate in Adult Literacy (a nationally recognised qualification) at a level appropriate for you.

### **IF YES, HOW WILL IT BE ASSESSED?**

At entry level this will involve creating a portfolio of coursework. Whilst at Level 1 and Level 2 you will take a multiple choice test consisting of 40 questions under test conditions.

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