

Candidate Name

Centre Number

### Adult Education Computing Course Offer

The Adult Education Department of Gedlingborough College offers a variety of computing courses at all levels on a part-time basis.

Computing for Absolute Beginners is a gentle introduction to the world of computing. Students learn how to create a document and how to use the keyboard safely to input text. Students also learn how to format a document, using different font styles, emphasis, and alignment; and how to insert a border and clip art (and formatting the image).

By the end of our 6 week Computing for Absolute Beginners course we hope to have students who are confident in the basics of creating, inputting, formatting and saving a document; and who feel confident progressing onto one of our Level 1 computing courses.

<b><i>Duration</i></b>	<b>Course</b>
6 weeks	Computing for Absolute Beginners
20 weeks	Level 1 Certificate for IT Users
25 weeks	Level 1 Diploma for IT Users
30 weeks	Level 2 Certificate for IT Users
36 weeks	Level 2 Diploma for IT Users

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