

Course Information Sheet

<p>Course Title and level:</p> <p>Desktop Publishing - L1</p>	<p>Number of Weeks: 6</p> <p>Number of hours per week: 2</p>
<p>Who is this course for?</p> <p>This course is aimed at 19+ adults who would like to learn how to create Posters, leaflets, brochures and newsletters for personal or business use.</p> <p>Previous learners have said they found the course enjoyable and easy to follow.</p>	
<p>What will I learn?</p> <p>Introduction to Microsoft Paint Introduction to Microsoft Publisher How to Create Save and print Publications. How to Insert WordArt and ClipArt into a Publication How to Rotate and Crop ClipArt How to Insert Headers and Footers into a Publication How to Insert Borders round Text and ClipArt How to insert Tables into a Publication</p>	
<p>What previous experience or qualifications will I need?</p>	<p>No previous experience or qualifications are required.</p>
<p>How will I know I have achieved?</p>	<p>Your tutor will develop an individual learning plan which will record what you have achieved over the course.</p>
<p>How will I be assessed?</p>	<p>Your tutor will plan assessment activities that will capture how you are progressing in the subject area. There is no exam / evidence is collated in a portfolio.</p>

<p>Where can I go next?</p>	<p>A Functional Skills ICT Level 1 or Level 2 course.</p>
<p>What do I need to bring?</p>	<p>A pen and paper might be useful for making notes.</p>
<p>What is the cost?</p>	<p>There is no cost for this course.</p>
<p>Will I need childcare?</p>	<p>This course will run in term time only.</p>
<p>Where is the course venue?</p>	<p>Wigan Life Centre/Wigan Library. Snacks and drinks are available from a vending machine on the entrance floor.</p>
<p>Who can I speak to for further information?</p>	<p>For more information, email adultlearning@wigan.gov.uk or, please contact Lisa 01942 489758 or Jill 01942 489714.</p>
<p>How and when do I enrol?</p>	<p>Enrol on the day.</p>