Create Your Own Digital Christmas Card

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| **Code:** FAM1016 | | **Level:** Entry | |
| **Start Date:**  12/12/20 | **End date:** 12/12/20 | | **Length of Course:** 1 weeks |
| **Day:** Saturday | | **Time:** 10:00-12:00 | |
| **Venue address and contact number:**  Brookfield ALC  Park Road  Uxbridge  01895 556455 | | **Course Fees:** Free | |
| **About the course:**  The aim of this session is to design and create a Christmas card using the Microsoft Suite. Learners will be taught a range of computer techniques including formatting text and pictures, printing and document set up. Imagery will be sourced using the internet to compose a Christmas themed card, alongside choosing typefaces and written content. Learners may also wish to supply their own imagery (via paper copy or USB) to be used. The end product will be a Christmas Card with a front design, inside message and a maker's mark on the back.  You are expected to be punctual and attend 100% of this course. | | | |
| **What will I learn?**  At the end of the course you should be able to -   * Set up a document using the Microsoft Suite in order to design a card. * Successfully format pictures and text to create your chosen design. * Make informed decisions on the design of your card e.g. imagery, typefaces, borders. * Print your card on selected paper. | | | |
| **How will my work be assessed?**  One to one verbal assessment, group discussions and evaluations, questions and answers, and presentations. Written progress and assessment will be recorded in your Evaluation Sheet. | | | |
| **What experience or qualifications do I need to start this course?**  No previous knowledge of the language is necessary; this course is for complete beginners. | | | |
| **Is there anything I need to bring? Are there any other costs?**  All resources will be supplied but you may wish to bring a pen and paper to record notes. | | | |
| **Can I get extra help?**  Yes. If you think you might need some additional support with your learning, please ask your tutor or the Centre staff for more information about our learning support offer. | | | |
| **After the course…**  Adults could join one of our Digital Skills courses. | | | |
| **What job opportunities could this lead to?**  You will develop some employability skills such as communication, team work and meeting deadlines. This course does not lead directly into employment; you may need further qualifications at other institutions to progress into employment. | | | |
| **How to apply**  You can apply by contacting Brookfield ALC | | | |
| Please note – the course will only go ahead subject to sufficient enrolments. | | | |

