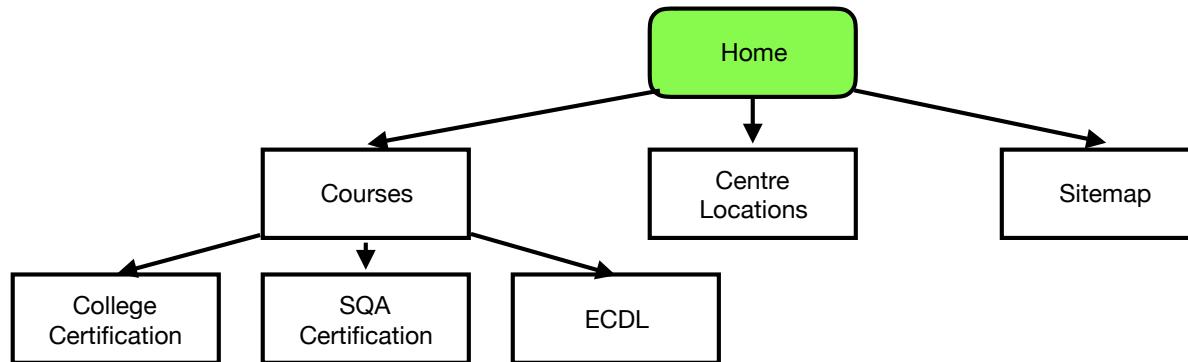


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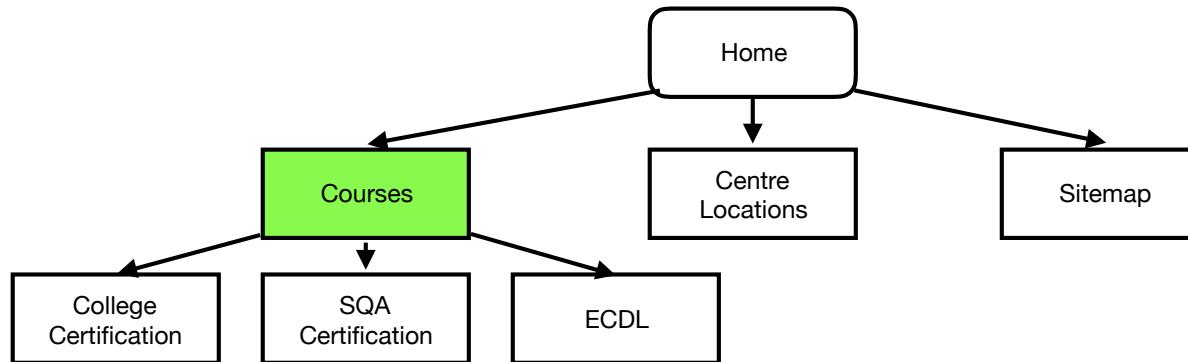
At Glasgow Kelvin College we provide flexible learning opportunities to students and members of the public to improve their digital skills. These courses are free and available to all.

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Our flexible learning opportunities are:



Learners can take a range of courses at different levels and receive college certification and recognition for learning [View details](#)

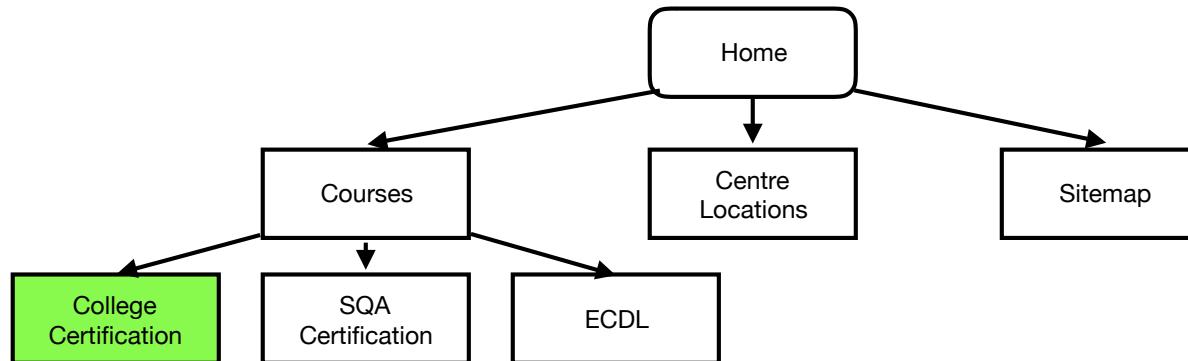


The SQA units available in Flexible learning are aimed at SCQF levels 3 and 4. [View details](#)



The European Computer Driving Licence is an SCQF level 5 course made up of 7 units. [View details](#)

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Learners can take a range of courses at different levels and receive college certification and recognition for learning.

Introductory courses are for those with little or no experience of using a computer or digital device. The introductory courses cover a range of skills such as using office applications, file management up to developing mobile apps and web pages.

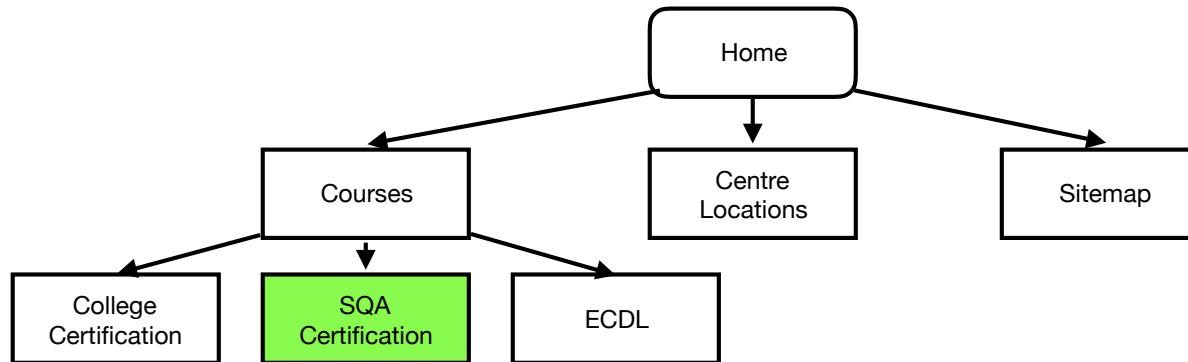
Intermediate courses build upon skills developed through the introductory courses and will generally lead to preparing learners for ECDL assessments or further study in other programmes.

- Introduction and Intermediate Word Processing
- Introduction and Intermediate Spreadsheets
- Introduction and Intermediate Presentation Software
- Introduction and Intermediate Database
- Introduction and Intermediate Email
- Introduction and Intermediate Internet
- Introduction to File Management
- Introduction and Intermediate Mobile App Development
- Introduction to Office 365 Web Apps
- Introduction to Coding
- Introduction to Cyber Security
- Introduction to Web Development
- Introduction to the Internet of Things
- Introduction to Digital Marketing

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The SQA units available in Flexible learning are aimed at SCQF levels 3 and 4. These units have been chosen as they combine well with our introductory and intermediate college certificated courses.

The level 3 courses in Using A Keyboard and the NPA in Digital Literacies which comprises the Computer Basics, Digital Skills and Computer Applications units. These can be achieved as stand-alone units but all three must be completed to receive the NPA in Digital Literacies.

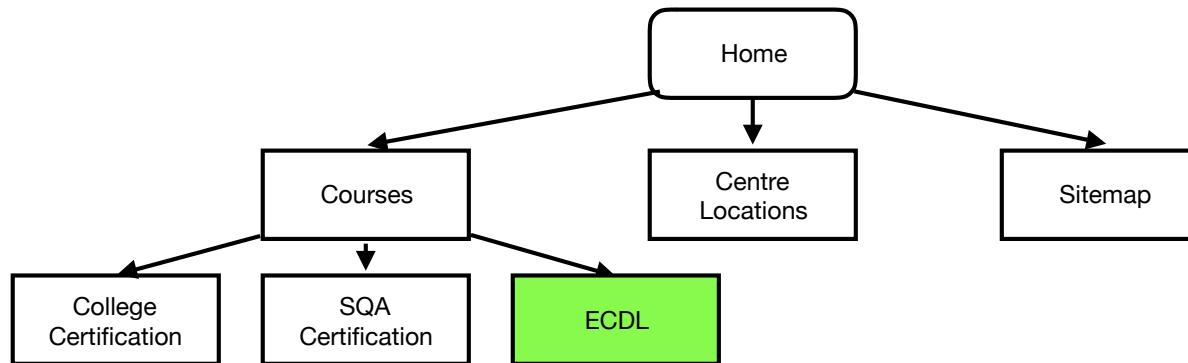
At level 4 the PC Passport NPA again is comprised of three units: Web Apps: Word Processing, Web Apps: Spreadsheets and Web Apps: Presentations. These again can be achieved as stand-alone units but all three must be completed to receive the NPA.

- Using A Keyboard
- Computer Basics
- Digital Skills
- Computer Applications
- PC Passport – Web Apps: Word Processing
- PC Passport – Web Apps: Spreadsheets
- PC Passport – Web Apps: Presentations

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The European Computer Driving Licence is an SCQF level 5 course made up of 7 units. All 7 units must be completed to achieve your certificate.

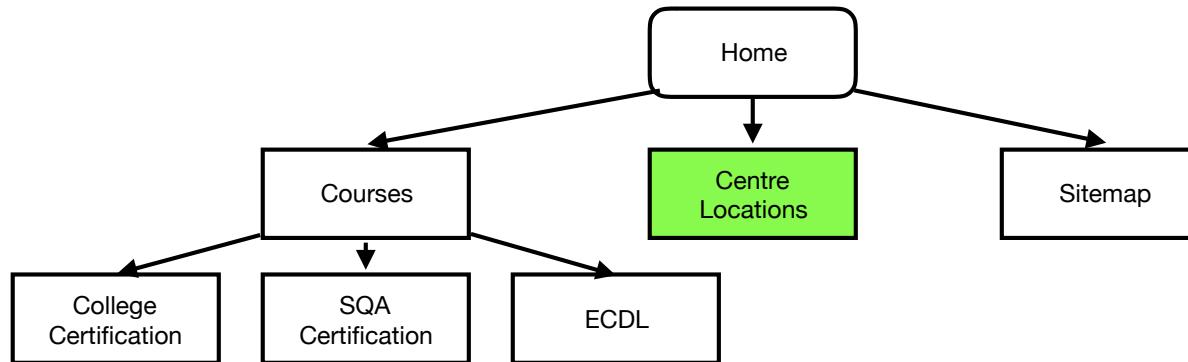
The units are mainly practical - from using office applications, managing files and using the internet and email applications. There are also a couple of units which require you to demonstrate knowledge and understanding of IT security and the fundamentals of using the operating system.

- Unit 1 – IT Security
- Unit 2 – IT User Fundamentals
- Unit 3 – Word Processing
- Unit 4 - Spreadsheets
- Unit 5 - Databases
- Unit 6 - Presentations
- Unit 7 – Internet & Email

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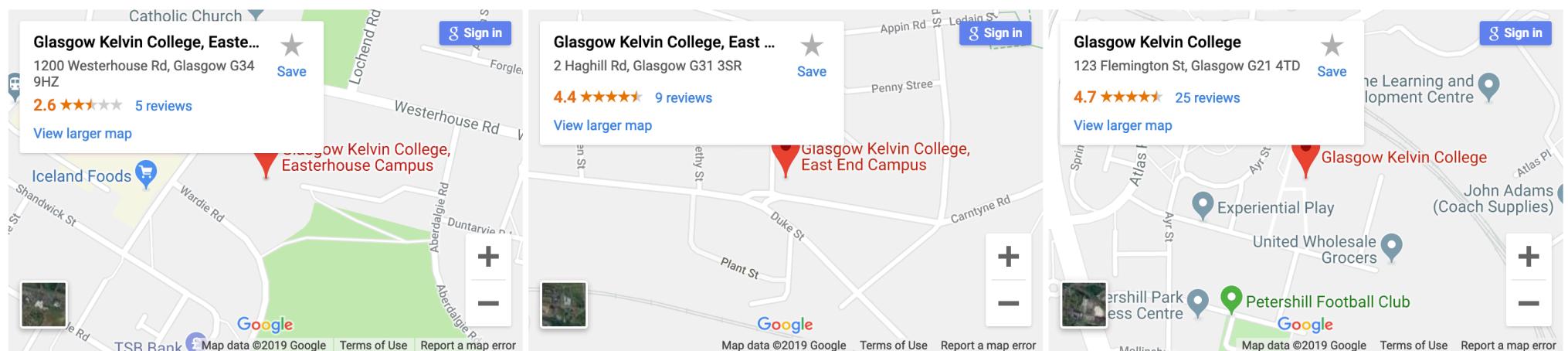


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We have three main Flexible Learning Centre locations in Easterhouse, East End and Springburn with onsite tutor support during the following days and times:

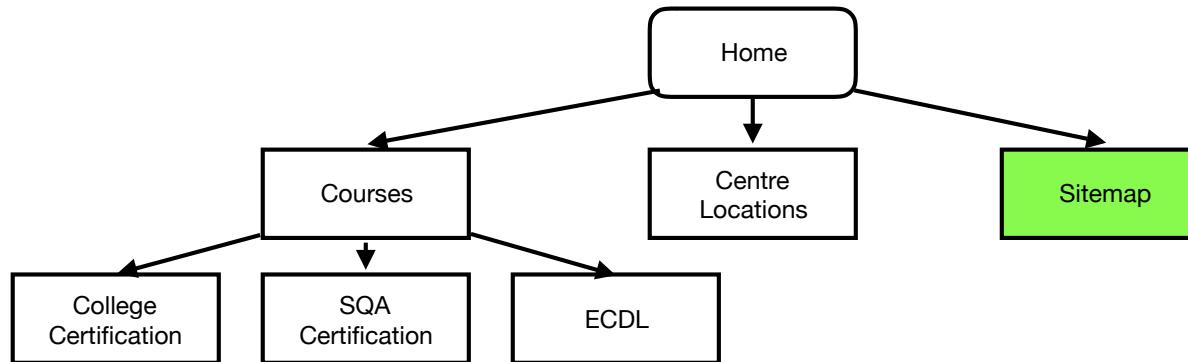
Times	Monday	Tuesday	Wednesday	Thursday	Friday
AM 09:30-12:15	No Tutor			Tutor On Duty	
PM 01:00-04:15			Tutor On Duty		No Tutor



Plan your journey to our locations via [Travelline Scotland's journey planner](#)

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