

# Flexible Learning at the Glenwood Campus



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The Flexible Learning Unit (FLU) at the Glenwood Campus of Langside College provides a relaxing, friendly and supportive environment for learning.

You can study for a qualification or just come along to improve your reading or to learn more about how to work a computer

The FLU encourages people of all ages and backgrounds to enjoy learning or to prepare themselves for moving on to employment or a full-time course.

## Funding



The price of attending the FLU for a 12 week course is £75. If you are in receipt of benefit you may not need to pay for any of your classes. Proof of benefit must be evidenced at enrolment.

## Timetable of Classes

	<b>09.30 - 12.15</b>	<b>13.15 - 16.00</b>
<b>Monday</b>	Communication General Computing/IT	SAGE Accounts
<b>Wednesday</b>	Numeracy/Maths	General Computing/IT
<b>Thursday</b>	ASDAN	Desk Top Publishing
<b>Friday</b>	Communication General Computing/IT	

# Communication

**Class times: Mondays and Fridays 09.30 – 12.15**

Communication is all about improving how we communicate with other people through reading, writing, talking and listening.

It is not necessary to undertake assessments and the classes are ideal for developing your skills in reading, writing, talking and listening. All this is done in a supportive environment.

Students can complete SQA units in Communication at levels from Access up to Higher. Units involve successfully undertaking assessments in reading, writing and talking.

## Subject Areas

- Spelling, grammar and punctuation
- Confusing words such as too/two/to
- Handwriting
- Reading skills

Help is also available with:

- Essay writing
- Report writing
- CVs
- Letter Writing
- Form filing

Many students enjoy creative writing, often choosing to write about their own lives and experiences.

# Higher National Unit

## Using Financial Accounting Software (SAGE Line 50) Version 11/12

**Class time: Monday 13.15 – 16.00**

### **Subject Areas**

- Creating Customer, Supplier and Nominal Records
- Batch entering Customer/Supplier invoices/Credit Notes
- Recording Bank Payments and receipts
- Generating Trading, Profit and Loss Accounts and Balance Sheet
- Entering Bad Debts and Contra-entries Creating Supplier, Customer and Nominal Accounts
- Fixed Assets and Depreciation
- VAT returns and classification
- Recurring Entries
- Pre-payments and accruals

## **SAGE Payroll 5.0**

This course leads to a Langside College Certificate. The duration of the course is approximately 20 hours.

### **Subject Areas**

- Entering Company details
- Entering employee details for 10 employees
- Processing payments
- Printing payslips
- Entering holidays, sick leave and maternity leave

# Desk Top Publishing (D.T.P.)

**Class time: Thursday 13.15 – 16.00**

The D.T.P class is suitable for students of all ages and abilities. Using Publisher software you can learn how to make attractive posters, cards and calendars.

## Subject Areas

- Beginners D.T.P
- Computing for beginners
- Word Processing
- Internet
- IT1
- IT2

# Numeracy / Maths

**Class time: Wednesday 09.30 – 12.15**

Within the FLU, the pace of tuition is tailored to the individual. Assistance is given in the following areas:-

If you would like to;

- improve your skills at working with numbers
- be able to help your children with their homework
- revisit the work that you did all those years ago at school

You can also study for formal SQA units:

- Intermediate 1 Maths
- Intermediate 2 Maths
- Access 3 Numeracy/Maths
- Intermediate 1 Numeracy
- Intermediate 2 Numeracy



# General Computing / I. T.

## Times of Classes:-

**Monday**                      **09.30 – 12.15**

**Wednesday**                **13.15 – 16.00**

**Friday**                        **09.30 – 12.15**

A range of computing units are available at the Glenwood Campus covering a variety of levels. You can learn at your own pace and computing classes are available on a variety of days and at different times during the week. Non-Certificated courses are intended to familiarise you with the computer without the pressure of assessment. SQA courses offer certification whether at NQ (National Certificate) or HN (Higher National) levels of study.

## Subject Areas

### Non-Certificated Computing

Learn how to use the keyboard, type up a CV, or just find out about how to use the different applications

### Introductory Units

Gain basic competence in a range of applications including Word Processing, Spreadsheets, Database and Presentations Software.

### More Advanced Units

Advanced courses in Word Processing, Spreadsheets, Databases, Internet and File Management are available.

# ASDAN

**Time of class: Thursday 09.30 – 12.15**

Gain a certificate by completing challenges such as:

- Find out about your local community
- Show your creative side by designing cards, making calendars or making a picture frame
- Get recognition of voluntary work that you are already doing
- Carry out IT tasks
- Research topics such as: your favourite film star or what a healthy eating plan would include.

**and much more!**

ASDAN is suitable for students of all ages and abilities – you are never too old or too young to join in this class.





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