

Boost your learning and skills with the Learning Centre

Hertford Regional College

Hertford Regional College

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www.hrc.ac.uk

Get a head start with your course

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European Union
European Social Fund
Investing in jobs and skills



Learning Centre Boosters

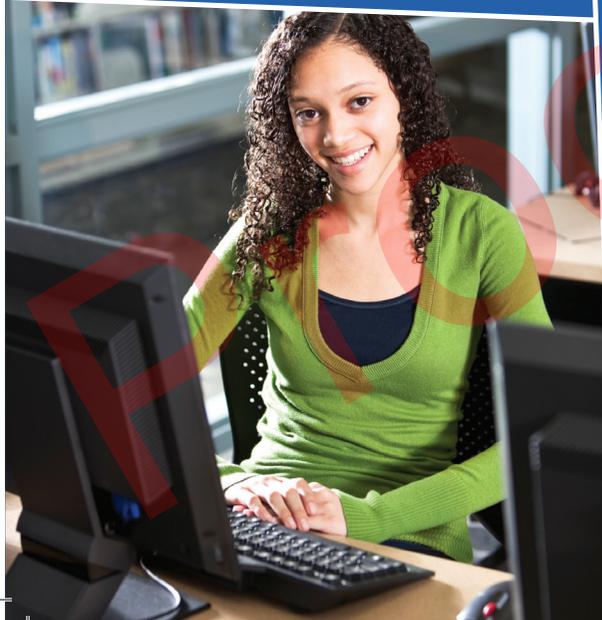
Being able to learn independently is an essential skill. The better your independent learning skills, the better your chances of getting where you want to be - employment, further study, whatever...

These short sessions are designed for all HRC students; they'll help you gain the skills and confidence to work more independently and more efficiently in a range of different ways.

Sessions take place within the Learning Centre (LC) at each site.

How do I book onto a session?

To see the full list of boosters on offer, and to book yourself onto a session, see the Learning Centre Moodle page. If in doubt, come and ask a member of the Learning Centre (LC) team.



Computer Boosting

Introduction to using the Learning Centre

A session highlighting use of the LC computers, introducing LC staff and resources.

Office 365 - more than just free online storage!

Come to this session to experience Office 365 for yourself. Learn how to use Outlook and the online versions of Word, PowerPoint and Excel to create, store and collaborate on files. And that's just the start of it...

Eclipse

A session on using Eclipse, the LC's online catalogue, to find resources and eBooks. Also covers setting up the Eclipse app on your smartphone.

Staying safe online

A session on online safety and responsibility, cyberbullying and the law.

Hertfordshire Libraries Online

An overview of the thousands of eBooks, magazines, newspapers and online courses available for absolutely free when you join Herts Libraries online.

Creating a good presentation

Presentations don't have to be boring! Explore how best to use tools like Microsoft PowerPoint, Sway and video to engage your audience.

An Introduction to Publisher

Learn how to use Microsoft Publisher to create posters and leaflets for your assignments.

Preparing for Independent Study boosting

Research Skills

A session on making the most of the LC through finding and selecting relevant online information, effective 'Googling' and 'mind mapping' to make sense of the information you find.

Plagiarism and Referencing

A session covering academic honesty, referencing and bibliographies.

Revision Techniques

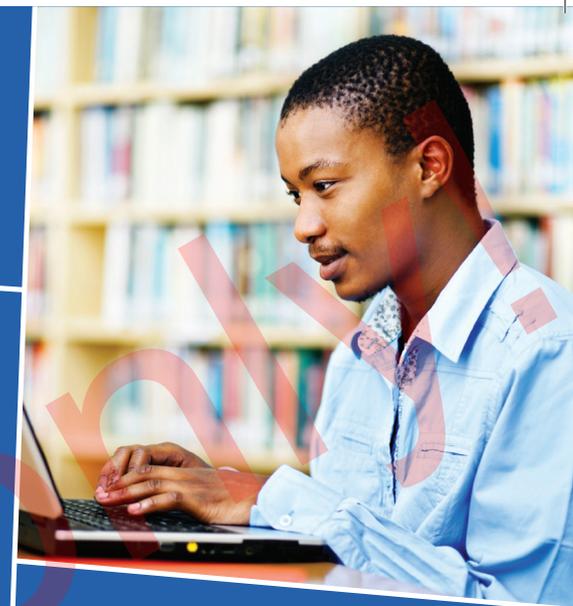
A session on different ways of revising and remembering key aspects of my course topics.

How to start my essay or report - Planning your work or project to meet that deadline!

A session on how to start to write your report or essay and submitting your work on time.

How do I evaluate my work?

Ways of reflecting, looking at both the positives and negatives within my assignment and how to make improvements.



English and maths

Whatever your goals in life, you are much more likely to get that job, or place at University, with strong English and maths skills. If you are finding your English and maths classes heavy-going or simply want to improve your skills, sign up for one of the English and maths boosters. Booster topics are designed in conjunction with your course. See the list on the LC Moodle page.

LC Six Book Reader

Read six books of your own choice using the LC Reader Diary and receive an HRC certificate of achievement.

Drop-ins

At certain times, drop-ins are available where staff can help you with assignment or project work. See the signs in the Learning Centre 'Coaching and Mentoring Zones' or ask a member of the Learning Centre team.