

## Adult &amp; Community Education Course Information

<b>Day</b>	Thursday	<b>For more information, contact:</b> <b>Kettlethorpe High School</b> <b>Maths and Computing College</b> <b>Community Learning Centre</b> <b>Standbridge Lane, Sandal</b> <b>Wakefield WF2 7EL</b> <b>Telephone: 01924 229071</b> <b>Email: <a href="mailto:info@khsclc.co.uk">info@khsclc.co.uk</a></b> <b>Website: <a href="http://www.khsclc.co.uk">www.khsclc.co.uk</a></b>
<b>Start Date</b>	9 <sup>th</sup> September 2010	
<b>End Date</b>		
<b>Start Time</b>	6.00pm	
<b>End Time</b>	9.00pm	
<b>Level of Study</b>	Level 1	
<b>No. of weeks</b>	20	
<b>Hours per week</b>	3	
<b>Course Fees</b>	£150 (You may be entitled to either a free course or support with your fees and other costs. Please ask at your centre.)	
<b>Additional costs</b>	Manuals are available at £2 per unit.	
<b>Qualification aim</b>	OCR Level 1 Certificate for IT Users	
<b>Who is it for?</b>	For people who want to become more confident and familiar with some of the programmes that will be of use, in an office environment or at home.	
<b>Course aims</b>	Successful completion of three units – <b>Unit 1</b> – File Management and e-Document Production <b>Unit 2</b> – Spreadsheets and Graphs <b>Unit 5</b> – Create an e-Presentation	
<b>Course content</b>	<ul style="list-style-type: none"> <li>• <b>Unit 1</b> Identify and use a computer and software to create and manage files and folders. Produce and print documents using word processing software, entering text, numbers and symbols accurately and applying basic formatting and document properties.</li> <li>• <b>Unit 2</b> Identify and use spreadsheet/graph software to enter and edit data accurately. Insert and format arithmetical formulae and functions to produce calculations. Apply text/numerical formatting and alignment. Produce a variety of graphs/charts. Manage and print spreadsheets and graphs/charts.</li> <li>• <b>Unit 3</b> Identify and use presentation software to produce a slide show.</li> </ul>	

Format slides in the presentation, set up a consistent slide layout, select fonts and enter text. Insert an image and use drawing tools. Re-order the slides in the presentation and manage and print presentation files in a variety of formats.

**Other information related to the course**

You should have previous PC experience equivalent to entry level possibly gained through completion of Next Steps or Make the Most of the Internet or through personal experience gained at home or at work.

Competency is required in using the mouse and the keyboard to enter text/numbers.

You will need to practise your IT skills between classes. The course is one session per week and runs for 60 hours usually over 20 weeks. You are expected to attend for a minimum of 80% of the course.

The three units are assessed by individual unit assignment of duration of 2 ½ hours achieved by practice during the course.

Resources i.e. pen, paper, folder

**What do I need to bring?**

**Where next?**

On completion of CLAIT it will be possible to progress onto a variety of other courses:-

ECDL – Essentials

Certificate in Administration Level 1

Diploma in Bookkeeping and Accounting at Levels 1 & 2 using Sage software

Text/Word Processing at Levels 1, 2 & 3 using Microsoft Word

National Vocational Qualifications (NVQ's) in Business

Administration and Customer Service

**How to enrol**

Fill in an enrolment form and return to the relevant centre with your payment or proof of benefit. Alternatively go to the centre to enrol in person.

**Website:**

[www.wakefield.gov.uk/educatin/adulteducation](http://www.wakefield.gov.uk/educatin/adulteducation)

Date: 07/07/2010