

Adult & Community Education Course Information

Venue	Day	Start Date	End Date	Start Time	End Time
Kettlethorpe	Tues	11/10/2011	18/10/2011	6.30pm	9.00pm
Level of Study	Introduction				
No. of weeks	2				
Hours per week	2.5				
Course Fee	£14 for 2 weeks. (You may be entitled to either a free course or support with your fees and other costs. Please ask at your centre).				
Additional costs	N/A				
Qualification aim	Non-accredited				
Who is it for?	People who have some computer experience using a mouse and keyboard.				
Course aims	Learn how to keep safe when using Information Communications Technology (ICT)				
Course content	<ul style="list-style-type: none"> • Learn the meaning of on-line terms for example "social networking" • Learn how to stay safe when using ICT • Learn about potential risks associated with being on-line • Learn where to seek information and guidance. 				
Other information related to the course	Tutor guided course in a classroom setting. There is no formal assessment.				
What do I need to bring?	Folder, note pad and pen.				
Where next?	Next Steps in IT OCR Level 1 ITQ (CLAiT) Word 2010 Conversion Course Buying and Selling on the Internet First Steps in Photoshop PC Maintenance and Repair Certificate in ICT Systems Support (Level 2) OCR Level 1 in Administration				

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.khsclc.co.uk
	29 June 2011