

## Adult & Community Education Course Information

|                   |                             |
|-------------------|-----------------------------|
| <b>Day</b>        | Thursday                    |
| <b>Start Date</b> | 17 <sup>th</sup> March 2011 |
| <b>End Date</b>   |                             |
| <b>Start Time</b> | 6.00pm                      |
| <b>End Time</b>   | 9.00pm                      |

**For more information, contact:**  
**Kettlethorpe High School**  
**Maths and Computing College**  
**Community Learning Centre**  
**Standbridge Lane, Sandal**  
**Wakefield WF2 7EL**  
**Telephone: 01924 229071**  
**Email: [info@khsclc.co.uk](mailto:info@khsclc.co.uk)**  
**Website: [www.khsclc.co.uk](http://www.khsclc.co.uk)**

**Level of Study** Level 1

**No. of weeks** 12

**Hours per week** 3

**Course Fees** £80  
 (You may be entitled to either a free course or support with your fees and other costs. Please ask at your centre.)

**Additional costs** Manuals are available at £2 per unit.

**Qualification aim** ECDL Essentials (ECDL Part One)

**Who is it for?**

- People who may have already gained a CLAiT qualification.
- People who are aiming to gain the full ECDL qualification. (You will need to complete ECDL Extra to gain the full ECDL qualification)
- People who want to extend their knowledge of computer use, file management, electronic communication and security issues.

**Course aims** The main focus is to create and build skills within Information Technology. To be able to use the Internet and email to send and receive messages, to understand the basics of the operating system, to perform file management and improve your knowledge of security issues.

**Course content** The course is split into 3 units

### 1 IT User Fundamentals

- How to use the basic functions of the computer operating system
- How to work safely
- How to minimise risks from computer viruses and keep information secure

## **2 Internet and Email**

- Make the best use of browser software tools
- To be able to find specific information on the Internet
- Make the best use of email software tools
- To be able to send, receive, reply and forward emails

## **3 IT Security for Users**

- Learn about day-to-day security risks and the law and guidelines that affect the use of IT
- Use appropriate methods to protect software and data from unauthorised use or malicious attack and ensure the integrity of hardware

Each unit will be assessed by a British Computer Society test.

### **Other information related to the course**

You should have some level 1 IT User Skills.

You may need to practise your IT skills between classes.

You are expected to attend a minimum of 80% of classes.

### **What do I need to bring?**

Pen, paper, folder

### **Where next?**

Successful completion of ECDL Essentials will give you the IT skills you need to move on to ECDL Extra.

Together ECDL Essentials and ECDL Extra comprise the internationally recognised qualification ECDL.

### **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/education/adulteducation](http://www.wakefield.gov.uk/education/adulteducation)

Date: 07/07/2010