

Adult & Community Education Course Information

Venue	Day	Start Date	End Date	Start Time	End Time
Kettlethorpe	Tues	13/12/2011	17/07/2012	6.00pm	9.00pm
Level of Study	Level 2				
No. of weeks	26				
Hours per week	3				
Course Fee	£185 for 26 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					
Qualification aim	ECDL Extra (ECDL Part Two)				
Who is it for?	<p>People who have already gained ECDL Essentials and want to gain the full ECDL qualification</p> <p>People who want to gain a level 2 ITQ</p> <p>People who want to learn more about what can be done on a PC using word processing, spreadsheets and presentation software</p>				
Course aims	<p>The main focus is to create and build skills within Information Technology.</p> <p>To be able to use Application software effectively.</p>				
Course content	<p>The course is split into 4 units</p> <p>1 Word Processing</p> <ul style="list-style-type: none"> • Enter and combine text and other information accurately within word processing documents • Create and modify layout and structures for word processing documents • Use word processing software tools to format and present documents effectively <p>2 Spreadsheet Software</p> <ul style="list-style-type: none"> • Use a spreadsheet to enter, edit and organise numerical and other data • Select appropriate functions, formulas and data analysis tools to meet requirements • Select and use tools and techniques to present and format spreadsheet information <p>3 Presentation Software</p>				

	<ul style="list-style-type: none"> • Input and combine text and other information within presentation slides • Use presentation software tools to structure, edit and format slide sequences • Prepare a slideshow for presentation <p>4 Improving Productivity using ICT</p> <ul style="list-style-type: none"> • Plan, select and use appropriate IT systems and software for different purposes • Review and adapt the ongoing use of IT tools and systems to make sure activities are successful • Develop and test solutions to improve the ongoing use of IT tools and systems <p>Each unit will be assessed by British Computer Society test.</p>
Other information related to the course	<p>You should have well established level 1 IT user skills. You should have successfully completed ECDL Essentials.</p> <p>You will need to practise your IT skills between classes.</p> <p>You are expected to attend a minimum of 80% of classes.</p>
What do I need to bring?	Pen, paper, folder
Where next?	<p>Successful completion of ECDL Extra will give you the IT skills you need to progress to a level 3 course for IT users such as ECDL Advanced modules:</p> <p>ECDL Advanced Word Processing ECDL Advanced Spreadsheets ECDL Advanced Database ECDL Advanced Presentation</p> <p>Buying and Selling on the Internet Cyber Bullying PC Maintenance and Repair Certificate in ICT Systems Support (Level 2) First Steps in Photoshop Next Steps in Photoshop</p>
How to enrol	<p>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.</p>
Website:	www.khsclc.co.uk
29 June 2011	