

Adult & Community Education Course Information

Day Thursday
Start Date 9th September 2010
End Date
Start Time 6.00pm
End Time 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
Website: www.khsclc.co.uk

Level of Study Level 2

No. of weeks 28

Hours per week 3

Course Fees £185
 (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 Extra (ECDL Part Two)

Who is it for?

- People who have already gained ECDL Essentials and want to gain the full ECDL qualification
- People who want to gain a level 2 ITQ
- People who want to learn more about what can be done on a PC using word processing, spreadsheets and presentation software

Course aims The main focus is to create and build skills within Information Technology.

To be able to use Application software effectively.

Course content The course is split into 4 units

1 Word Processing

- 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

2 Spreadsheet Software

- 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

3 Presentation Software

- 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

4 Improving Productivity using ICT

- 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

Other information related to the course

Each unit will be assessed by British Computer Society test.
You should have well established level 1 IT user skills.
You should have successfully completed ECDL Essentials.

You will need to practise your IT skills between classes.

What do I need to bring?

You are expected to attend a minimum of 80% of classes.
Pen, paper, folder

Where next?

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.

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

Date: 07/07/2010