

Adult & Community Education Course Information

Venue	Day	Start Date	End Date	Start Time	End Time
Kettlethorpe	Tues	21/02/2012	13/03/2012	6.30pm	9.00pm
Level of Study	Entry Level				
No. of weeks	4				
Hours per week	2.5				
Course Fee	£22 for 4 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	None				
Qualification aim	OCR Life and Living Skills using ICT to produce a text document – Entry 3				
Who is it for?	People with little or no previous experience or knowledge of how to use a computer.				
Course aims	The course aims are to develop an awareness of computer basics and to build learner confidence.				
Course content	<ul style="list-style-type: none"> • How to create and save a text document • How to print a document • How to cut and paste text • How to format text with bold, italic and underline • How to spell check a document 				
Other information related to the course	<p>The first class will include enrolment information and advice based on your existing IT skills, together with an induction to your learning centre and course.</p> <p>You may need to practise your IT skills between classes. You can practise on your own PC if you have one, or on a public access PC at any Library in the District.</p>				
What do I need to bring?	Folder and a pen				
Where next?	Next Steps in IT				

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	