

**Adult & Community Education Course Information**

Venue	Day	Start Date	End Date	Start Time	End Time
Kettlethorpe	Thurs	09/02/2012		6.00pm	9.00pm
<b>Level of Study</b>	Level 1				
<b>No. of weeks</b>	24				
<b>Hours per week</b>	3				
<b>Course Fee</b>	£158 for 24 weeks. (You may be entitled to either a free course or support with your fees and other costs. Please ask at your centre).				
<b>Additional costs</b>	Manuals are available at £3 per unit.				
<b>Qualification aim</b>	OCR Level 1 ITQ Certificate in IT User Skills				
<b>Who is it for?</b>	For people who want to become more confident and familiar with some of the programmes that will be of use, in an office environment or at home.				
<b>Course aims</b>	Successful completion of three units – <b>Unit 1</b> – File Management and e-Document Production <b>Unit 2</b> – Spreadsheets and Graphs <b>Unit 5</b> – Create an e-Presentation				
<b>Course content</b>	<ul style="list-style-type: none"> <li>• <b>Unit 1</b> Identify and use a computer and software to create and manage files and folders. Produce and print documents using word processing software, entering text, numbers and symbols accurately and applying basic formatting and document properties.</li> <li>• <b>Unit 2</b> Identify and use spreadsheet/graph software to enter and edit data accurately. Insert and format arithmetical formulae and functions to produce calculations. Apply text/numerical formatting and alignment. Produce a variety of graphs/charts. Manage and print spreadsheets and graphs/charts.</li> <li>• <b>Unit 5</b> Identify and use presentation software to produce a slide show. Format slides in the presentation, set up a consistent slide</li> </ul>				

	<p>layout, select fonts and enter text. Insert an image and use drawing tools. Re-order the slides in the presentation and manage and print presentation files in a variety of formats.</p>
<b>Course Content</b>	<p><b>Improving Productivity</b>          Complete an Evidence Review Form giving a brief description of a task undertaken and the IT tools, techniques or functions used to complete it.</p>
<b>Other information related to the course</b>	<p>You should have previous PC experience equivalent to entry level possibly gained through completion of Next Steps or through personal experience gained at home or at work.          Competency is required in using the mouse and the keyboard to enter text/numbers.          You will need to practise your IT skills between classes.          You are expected to attend for a minimum of 80% of the course.          The three units are assessed by individual unit assignments achieved by practice during the course.</p>
<b>What do I need to bring?</b>	<p>Resources i.e. pen, note pad, folder</p>
<b>Where next?</b>	<p>On completion of OCR Level 1 ITQ, it will be possible to progress onto a variety of other courses:-          ITQ BCS L1 (ECDL Essentials)          Level 1 Award in Administration          Buying and Selling on the Internet          Cyber Bullying          PC Maintenance and Repair          Certificate in ICT Systems Support (Level 2)</p>
<b>How to enrol</b>	<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>
<b>Website:</b>	<p><a href="http://www.learnsomethingnewtoday.co.uk">www.learnsomethingnewtoday.co.uk</a></p>
	<p>15 February 2012</p>