

Adult & Community Education Course Information

Day	Wednesday
Start Date	9 th February 2011
End Date	4 th April 2011
Start Time	6.00pm
End Time	9.00pm
Level of Study	Beginners

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**

No. of weeks	7
Hours per week	3
Course fees	£60 (You may be entitled to either a free course or support with your fees and other costs. Please ask at your centre.)
Additional costs	Not applicable
Qualification aim	Non-accredited
Who is it for?	<ul style="list-style-type: none"> • People who want to learn how to use their computers to take advantage of all the opportunities offered by the Internet and email. • People who want to use a computer to keep in touch with relatives and friends all over the world cheaply and instantly using messaging, forums, blogs and social networking sites. • People who want to take advantage of the “electronic” revolution to buy anything online from their weekly shopping to their annual holiday. • People who want to bank online, buy competitive insurance online, use online health and public services, and all from the comfort of their homes. • People who want to “surf the web” safely and securely just to find that bit of information that they really need. • You will have an IT skill level equivalent to that gained from the OCR Entry Level Certificate for IT Users. You may have successfully completed our Next Steps in IT course. You may have gained your IT skills informally by regularly using a public access PC or a PC at home or work.
Course aims	To demonstrate the ability to use web browser and e-mail applications on a personal computer. To understand and accomplish basic operations associated with searching and navigating web sites to access information.
Course content	<ul style="list-style-type: none"> • Internet basics. • Search for information and find websites • Download files, organise your computer and upload files. • Manage files on your computer so that you can find the things you want to keep and use again.

- Make the most of email.
- Sign up for a web-based email account that you can use from any computer connected to the Internet.
- Shop online.
- Search for and find the nugget of information on the Internet that you need..
- Get interactive.
- Learn about and join social networking sites.
- Be safe and be secure.
- Protect yourself and your computer by learning about the threats from identity thieves, hackers and viruses and how to protect yourself from them by taking a few simple precautions and by using firewalls and anti-virus software.

Other information related to the course

Tutor-guided hands-on use of a computer connected to the Internet in a classroom setting. There is no formal assessment – your tutor will assess your skills and give you feedback throughout the course. 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.

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

We are committed to ensuring that all members of the community have equal access to our courses and an equal chance to succeed within them. All our courses work to the RARPA quality standard (Recognising and Recording Progress and Achievement).

What do I need to bring?

Resources i.e. pen, paper, folder

Where next?

Now that you are confidently using a computer to interact with the Internet, learn more about what you can do with your computer by having a go at our New CLAIT course. A CLAIT course will consolidate the skills you have already learned and introduce you to new computer skills using programmes that have many uses around the home and in the office. For further advice, ask your tutor or the centre staff where you are studying.

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