

Adult & Community Education Course Information

Day	Wednesday
Start Date	6 th October 2010
End Date	2 nd February 2011
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	Entry Level 3
No. of weeks	15
Hours per week	3 (45-hour course)
Course Fees	£64

(You may be entitled to either a free course or support with your fees and other costs. Please ask at your centre.)

Additional costs Learner Manuals are available at £2 per unit.

Qualification aim OCR Entry Level Certificate in Using ICT

Who is it for?

- People who have successfully completed First Steps in IT, and who want to consolidate their newly found IT skills in a supportive classroom setting.
- People who want to build up their confidence about using computers while learning how to create documents and posters on a PC, how to search for information using the Internet, and how to send and receive emails.
- People who want to gain their first IT certificate, the OCR Entry Level Certificate for IT Users, a nationally recognised qualification from Oxford Cambridge and RSA Examinations.
- People who want to gain basic IT user skills for employment purposes.

Course aims The course aims to give a wide overview of a computer system from being able to create Posters and Letters in Word to searching the Internet for everyday information, to creating and sending emails to friends and family.

Course content The course is split into 3 units.

Unit 1: Displaying Information Using ICT

You will learn how to use IT to create posters and documents using text and pictures.

Unit 2: Using ICT to Find Information

You will learn how to use IT to search for, find and present information from a variety of sources including the Internet.

Unit 3: Communicating Information Using ICT

You will learn how to use IT to communicate with others using

	email.
	In all units you will have the opportunity to brush up your English and maths skills, if you wish. There will be opportunities to take the National Tests in Literacy and Numeracy.
Other information related to the course	As you complete each unit, you will build up a portfolio of work that your tutor will mark and send off to OCR to claim your OCR Entry Level 3 Certificate for IT Users.
	You are expected to attend a minimum of 80% of classes.
What do I need to bring?	Folder and a pen
Where next?	Make the Most of the Internet New CLAiT ECDL Essentials
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