

Adult & Community Education Course Information

Venue	Day	Start Date	End Date	Start Time	End Time
Kettlethorpe	Tues	20/03/2012	10/07/2012	6.30pm	9.00pm
Level of Study	Entry Level 3				
No. of weeks	14				
Hours per week	2.5				
Course Fee	£68 for 14 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	N/A				
Qualification aim	OCR Entry Level Certificate in Using ICT				
Who is it for?	<ul style="list-style-type: none"> • People who have successfully completed First Steps in IT, or have some basic knowledge of using a computer and who want to consolidate their newly found IT skills in a supportive classroom setting. • People who want to build up their confidence using a computer while learning how to create documents and posters, how to search for information using the Internet, and how to send and receive emails. • People who want to gain the certificate, 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	<p>The course is split into 3 units.</p> <p>Unit 1: Displaying Information Using ICT You will learn how to use IT to create posters and documents using text and pictures.</p> <p>Unit 2: Using ICT to Find Information</p>				

	<p>You will learn how to use IT to search for, find and present information from a variety of sources including the Internet.</p> <p>Unit 3: Communicating Information Using ICT</p> <p>You will learn how to use IT to communicate with others using email.</p> <p>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.</p>
Other information related to the course	<p>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.</p> <p>You are expected to attend a minimum of 80% of classes.</p>
What do I need to bring?	Folder and a pen
Where next?	<p>OCR Level 1 ITQ (CLAiT)</p> <p>ITQ BCS L1 (ECDL Essentials)</p> <p>Buying and Selling on the Internet</p> <p>Cyber Bullying</p> <p>OCR Level 1 in Administration</p>
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	