

Course Title	COMPUTERS FOR BEGINNERS	
Duration	15 weeks	
Starts	Week commencing Monday 26 February 2006	
Classes Meet	Monday 6.30 pm – 8.30 pm Tuesday 9.30 am – 11.30 am	Course Code A718 A719
Venue	Royal Sailors' Rest, Grange Lane, Rowner, Gosport	
Cost	£25.00	
Additional Costs	£25.00 assessment fee, payable prior to assessment (deducted from enrolment fees for those on Means Tested Benefits)	

SUPPORT WITH CHILDCARE COSTS

- **HOW TO ENROL**

Enrolment is easy:

- Payment by cash, credit/debit card or cheque (made payable to St Vincent College)
- If you are claiming a fee remission for unemployment or Means Tested Benefit, please bring/send proof for our records
- in person at the NVQ Office, Royal Sailors' Rest, Grange Lane, Rowner
- by post (no cash) to NVQ Office, Royal Sailors' Rest, Grange Lane, Rowner, Gosport, PO13 9RX.

If after two weeks you are unhappy with your course we will transfer you to another that is more suitable to your needs if available. A full refund will be given for all classes cancelled by the centre. For details of our Refund Policy, please refer to the St Vincent College brochure.

TO RESERVE A PLACE PLEASE TELEPHONE

☎ 023 9242 1024

* Further details available overleaf

Course Title **COMPUTERS FOR BEGINNERS**



INVESTOR IN PEOPLE

Who is the course for?

This course is for beginners and is aimed at those of you who have an interest in gaining more confidence with using a computer and gaining further knowledge of IT.

What does the course aim to do?

The main aim of the course is to develop your confidence when using a computer. The course has been designed to recognise practical skills in using IT when carrying out straightforward tasks. It has a unit-based approach which allows you to work towards the completion of each individual unit before starting the next.

What will be covered?

Unit 1: Displaying information using ICT

Learn how to use a combination of text and graphics by creating and amending documents.

Unit 2: Using ICT to find Information

Learn how to search for information using electronic sources.

Unit 3: Communicating Information Using ICT

Learn how to send, receive and reply to e-mails.

Unit 4: Producing Charts Using ICT

Learn how to produce graphs from numerical information

Method of Assessment

There is no formal examination. It is a flexible unit-based structure where students work towards individual units. All units are centre assessed and externally moderated by OCR.

Progression

OCR Level 1 Certificate/Diploma for IT Users (New CLAiT)

*If you would like help choosing your next step in work, learning and leisure
please contact Claire on 023 9242 1024*

Please Note: All information is correct at the time of publication but may be subject to change.