

Course Code: D2643

Published: 08/09/2010

Key Facts

Mode Of Course

Community Education

Entry Requirements

No formal entry requirements

Qualification Aim

Beginners IT

Start Date

Various dates throughout the year

Course Overview

This 20-week, 60-hour course gives students an opportunity to develop their knowledge and understanding of Information Technology (computers). It covers the use of Word processing software and the Internet, including the use of clipart, presentation skills and sending emails

Course Structure

Students will learn about computer basics such as clipart, help files, search engines and email attachments at a gentle pace.

3 hours a week over 20 weeks

6 hours a week over 10 weeks.

Qualification Aims

The course leads to an Entry-level Certificate for IT Users from the OCR.

Assessments/Examinations

Continuous assessment throughout the course.

Cost/Equipment

Tuition Fee: £155

Free tuition is available to those in receipt of certain means tested benefits or to their un-waged dependants. If you are not on benefits but find it difficult to pay any course related costs because of financial hardship, contact Student Welfare on 01843 605048 to make an appointment with a welfare advisor.

Entry Requirements

There are no formal entry requirements.

Start Date

At various dates throughout the year.

How to Apply

Contact Community Education on 01843 605008 or email comm.ed@thanet.ac.uk