



### CLAIT

#### What is the course about?

This is a computer course designed for learners with some experience. All learners will be taught File Management and e-Document Production (as this unit is compulsory), but apart from that the course will reflect the learner's needs/interests.

#### What will I learn?

There are three modules to complete in order to achieve a full CLAIT Certificate or five modules to achieve a Diploma. The core unit being File Management and e-Document Production and the optional units include Creating Spreadsheets and Graphs, Database, Online Communication, Create an e-Presentation and e-Publication Creation.

#### Entry Requirements

It is advisable to have done Entry Level 3, before moving onto CLAIT

#### What will I need to bring with me?

A pen and notebook would be useful to take notes

#### How will I learn?

The following teaching methods to support your learning will be used during this course

- Demonstrations
- Question & Answer
- Learning manuals and handouts

OCR and Tutor prepared practice assignments

#### How will my learning be assessed?

Learners progress and achievements will be recognised and assessed in the following ways:

- Tutor will mark learner's work on a weekly basis
- Live assignments will be taken and Certificates will be issued on successful completion

#### What qualifications will I get?

CLAIT 2006 Certificate/Diploma

#### Are there any extra costs?

No

#### What can I do next?

CLAIT Plus or ECDL