



OCR ENTRY LEVEL 3 (ICT)

What is the course about?

This course provides a practical introduction to learners who are new to using ICT. Topics covered include Word Processing, using the Internet and email.

What will I learn?

How to change the look of a document in Word and use Clip Art.
Search the Internet and a CD to find information.
How to send, receive and reply to an email.

Entry Requirements

No previous knowledge is required. This course is suitable for beginners

What will I need to bring with me?

A pen and a notebook to make your own notes.

How will I learn?

You will learn through demonstrations, handouts, question and answer sessions and group work.

How will my learning be assessed?

The tutor will mark the learners work on a weekly basis. Live assignments will be taken when ready.

What qualifications will I get?

Each unit successfully completed will mean a Certificate will be gained. When 3 units have been completed a full Entry Level 3 Certificate will be achieved.

Are there any extra costs?

No

What can I do next?

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