

Information Technology, Business Studies

Learning for Work

Information Technology

Learners on our accredited OCR and BCS ICT courses have achieved excellent success rates and progressed to higher levels. We offer courses from Entry Level to Level 3 where learners have an opportunity to achieve as quickly as they would wish. This year we are introducing Digital Creator and e-type (touch typing) to our established programme. There are options to attend courses across the city that take place once a week, twice a week or for full day sessions with tutors who are adaptable to meet individual needs wherever possible.

We offer the following qualifications.

Award In Using ICT Entry 3 (QCF) ◆

This course is designed to introduce learners to using a computer. You will gain experience of using a keyboard and mouse to carry out a number of tasks which will involve making a poster, producing a graph, using the Internet and sending an email. Three units must be passed if you are to achieve a full qualification

Joining a Course

You will need to come for an initial assessment interview before enrolling on a course. Contact your nearest enrolment centre to find out about assessment dates.

Venue	Day	Times	Mtgs	Starts	Code	Fee
Judgemeadow Comm. College	Mon	18:00 - 21:00	12	19-Sep-11	061001JU1	£112.00
Thurnby Lodge CC	Mon	09:30 - 12:30	12	19-Sep-11	061007TL1	£112.00
Moat Comm. College	Tue/Wed	09:30 - 11:30	10	20-Sep-11	061002MO1	£121.60
New Parks Comm. Centre	Wed	09:30 - 12:30	12	21-Sep-11	061003NP1	£112.00
Tudor Centre	Thu/Fri	09:30 - 12:00	7	22-Sep-11	061004TU1	£109.60
BRITE Centre	Fri	09:30 - 11:30	20	23-Sep-11	061000BR1	£121.60
Highfields Centre	Wed	09:30 - 12:00	13	07-Dec-11	061006HI1	£103.60
Abbey Primary	Tue	09:30 - 11:30	22	17-Jan-12	061005AB2	£131.20

CLAIT Award/Certificate Level 1 (ITQ) ◆

This course is designed for learners who have some experience of working with computers and who wish to develop further skills. All learners must start with Unit 1 Word Processing before moving onto Email and Internet and Improving Productivity. You will then with the help of your tutor choose 1 other unit from a range including spreadsheets, databases and presentations. Learners will be assessed in each unit as the course progresses and must achieve 4 units to obtain the full certificate.

Venue	Day	Times	Mtgs	Starts	Code	Fee
Highfields Centre	Tue	09:30 - 12:00	23	20-Sep-11	062001HI1	£195.75
Highfields Centre	Tue	18:00 - 21:00	17	20-Sep-11	062002HI1	£180.15
Samworth Academy	Tue/Wed	18:00 - 20:30	24	20-Sep-11	062004LI1	£201.75
Eyres Monsell Comm. Centre	Tue	09:30 - 15:00	10	20-Sep-11	062005LI1	£177.75
Linwood Centre	Tue	09:30 - 11:30	31	20-Sep-11	062006LI4	£206.55
Northfields	Tue	13:00 - 15:00	30	20-Sep-11	062015NF1	£227.35
Leicester Adult Ed. Col.	Wed	13:00 - 16:00	20	21-Sep-11	062016LA4	£201.75



Moat Comm. College	Wed	18:00 - 20:30	23	21-Sep-11	062008MO1	£195.75
BRITE Centre	Thu	09:30 - 14:30	12	22-Sep-11	062000BR1	£187.35
Leicester Adult Ed. Col.	Thu	18:00 - 21:00	20	22-Sep-11	062003LA1	£201.75
New Parks Comm. Centre	Thu	09:30 - 14:30	12	22-Sep-11	062010NP1	£187.35
Abbey Primary	Thu	09:30 - 11:30	30	22-Sep-11	062012AB4	£201.75
Tudor Centre	Thu/Fri	09:30 - 12:00	20	17-Nov-11	062014TU1	£177.75
Moat Comm. College	Tue/Wed	09:30 - 11:30	26	06-Dec-11	062007MO1	£182.55
Judgemeadow Comm. College	Mon	18:00 - 20:30	22	09-Jan-12	062009JU2	£189.75
New Parks Comm. Centre	Wed	09:30 - 12:30	20	11-Jan-12	062011NP2	£201.75

ECDL Extra Level 2 ITQ ◆

This course is designed for learners who already hold a Level 1 ICT qualification or equivalent skills and want to develop their skills further to gain a Level 2 qualification. The EC DL Extra qualification consists of 4 units: Word Processing, Spreadsheets, Presentations, Improving Productivity Using IT

Venue	Day	Times	Mtgs	Starts	Code	Fee
Highfields Centre	Mon	09:30 - 14:30	17	19-Sep-11	063004HI4	£220.35
Tudor Centre	Mon	18:00 - 21:00	26	19-Sep-11	063006TU4	£223.95
Leicester Adult Ed. Col.	Tue	18:00 - 21:00	26	20-Sep-11	063000LA1	£223.95
Linwood Centre	Wed	09:30 - 14:30	17	21-Sep-11	063001LI1	£220.35
New Parks Comm. Centre	Wed	18:00 - 21:00	26	21-Sep-11	063005NP4	£223.95
Samworth Academy	Tue/Wed	18:00 - 20:30	30	10-Jan-12	063002LI2	£216.75
BRITE Centre	Thu	09:30 - 14:30	17	12-Jan-12	063003BR2	£220.35

ECDL Advanced (2) ◆

ECDL Advanced is ideally suited for those who already hold a full level 2 qualification in IT (ITQ) and wish to progress and gain accreditation for newly acquired skills at level 3. EC DL Advanced comprises of four modules to gain a full level 3 certificate and a fifth module to gain subject expert – this can be discussed with your tutor.

Course length: 3 Terms

Fee: £513.25, (includes additional fees)

Venue	Time	Start Date	Code
BRITE Centre	09:30	20-Sep-11	063015BR4
Leicester Adult Ed. Col.	09:30	24-Sep-11	063016LA4

ECDL Extra For The Workplace (2) ◆

This course is aimed at Leicester City Council staff with any remaining spaces being available for learners from the general public.

This course is designed for learners who already hold a Level 1 ICT qualification or equivalent skills and want to develop their skills further to gain a Level 2 qualification.

Course length: 40 sessions (3 hrs)

Fee: £228.75, (includes additional fees)

Venue	Time	Start Date	Code
BRITE Centre	12:30	09-Sep-11	063020BR4
Leicester Adult Ed. Col.	12:30	09-Sep-11	063021LA4
Reference library	09:45	09-Sep-11	063022LA4

Digital Creator ◆

Course length: 30 sessions (3 hrs)

Fee: £239.10, (includes additional fees)

Venue	Time	Start Date	Code
Sir Jonathan North Comm. College	18:00	21-Sep-11	065001SN4

E-Type Award In Touch Typing ◆

This course is designed for learners wanting to improve their keyboarding skills, accuracy and speed for personal use or to help gain a job in administration or an office. You will use specific interactive touch-typing courseware to learn to touch-type and will be aiming to achieve at least 20 words per minute with 98% accuracy in order to achieve a BCS Level 1 Award in touch typing.

Course length: 10 sessions (2 hrs)

Fee: £71.10, (includes additional fees)

Venue	Time	Start Date	Code
Linwood Centre	09:30	22-Feb-12	067100LI2