

Professional IT Training Flexible and Timetabled Sessions

Entry Level

Using ICT

Flexible entry level qualification ideal for those new to using ICT and are seeking recognition for their newly acquired basic skills.

Topics include text entry, inserting an image, internet searches and emails.

Speedkeying

Target speed 15 - 20 words a minute.

Initial Text Processing

Introduction to the skills required to produce 3 different documents.

Flexible day-time training available

Level 1

Text Processing

OCR Text processing is the well-known RSA qualification modernised to meet the current needs of business.

The Certificate in Text Processing is awarded for passing the Text Production compulsory unit, plus one option. A Diploma is awarded for passing the compulsory unit plus 3 others.

Optional units available:

- Word Processing
- Audio Transcription
- Speed Keying
- Computer Keyboard Skills

*** Unit Certificates Awarded.**

Flexible day-time training available

CLAiT 2006

The OCR New CLAiT 2006 is suitable for IT beginners. Candidates can tailor the qualification to suit their own needs.

A Certificate is awarded for passing the compulsory File Management/Word Processing unit and 2 optional units. A Diploma is awarded for passing the compulsory unit, and 4 optional units.

Optional units available:

- Spreadsheets/graphs
- Electronic Communication
- Desktop Publishing
- Databases
- Presentation Graphics
- Web Page Creation

*** Unit Certificates Awarded.**

Flexible day-time or Tuesday evening training available

- Flexible training £4.50 per hour
- Office 2003 or Office 2007
- Small groups

Level 2

Text Processing

The Certificate in Text Processing is awarded for passing the Text Production compulsory unit, plus one option. A Diploma is awarded for passing the compulsory unit plus 3 others.

Optional units available:

- Word Processing
- Presentations
- Audio Transcription
- Medical Audio-Transcription
- Speed Keying
- Mail merge
- Medical Word Processing
- Legal Text Processing

*** Unit Certificates Awarded.**

Flexible day-time training available

ECDL

The European Computer Driving Licence is an internationally recognised qualification for those wishing to demonstrate their IT skills. Students need level 1 skills before starting.

All 8 Units are compulsory.

- Basic Concepts of IT
- Word Processing
- Databases
- Information & Communication
- File Management
- Spreadsheets
- Presentations
- Using IT

| Timetabled Courses 2008-09 | | |
|----------------------------|---|--------------------------|
| ECDL | Tues 16 th Sept 2-4pm 30 weeks | £200 inc exam fees |

CLAiT Plus

The OCR CLAiT Plus 2006 is suitable for those who already have some IT experience.

A Certificate is awarded for passing the compulsory File Management/Word Processing Unit, and 2 optional units. A Diploma is awarded for passing the compulsory Unit and 4 optional units.

Optional units as for Level 1.

| Timetabled Courses 2008-09 | | |
|----------------------------|--|----------------------------|
| CLAiT Plus (Certificate) | Wed 17 th Sept 2-4pm 30 weeks | £200 inc 3 exam fees |

*** Unit Certificates Awarded.**

Flexible day-time or Tuesday evening training available

Southwater Business Resource Centre
Beeson House
26 Lintot Square
Southwater, RH13 9LA

Microsoft Office Specialist

The Microsoft Office Specialist qualification is the industry standard for those seeking a career using IT skills. There are 6 units at Specialist level.

- Word 2003
- Powerpoint 2003
- Outlook 2003
- Excel 2003
- Access 2003
- Frontpage

*** Unit Certificates Awarded.**

Flexible day-time or Wednesday evening training available

Level 3

Text Processing

The Certificate in Text Processing is awarded for passing the Text Production compulsory unit, plus one option. A Diploma is awarded for the achievement of the compulsory unit plus 3 others.

Optional units available:

- Word Processing
- Document Presentations
- Legal Word Processing
- Speed Keying
- Audio Transcription

*** Unit Certificates Awarded.**

Flexible day-time training available

ECDL Advanced

The European Computer Driving Licence Advanced certification tests competence across four applications. A certificate is awarded for each module passed. An ECDL Expert certificate will be awarded when all 4 modules are passed.

- Word
- Access
- Excel
- Powerpoint

£230 per module inc training, registration and exam fee

*** Unit Certificates Awarded.
Flexible day-time or Wednesday evening training available**

Microsoft Office Specialist: Expert

2 units available at Expert level. Certificates are awarded for each unit.

- Word 2003 Expert
- Excel 2003 Expert

Also available

- Flexible tutor supported home study options
- Half day courses for businesses
- Careers advice and guidance