

COURSE INFORMATION 2007/2008

CLAiT – Computer Literacy and Information Technology

CLAiT is a national qualification, administered by OCR, one of the country's leading examination boards. Appleby Online is offering the first level of CLAiT (New CLAiT).

New CLAiT is designed for beginners wishing to increase their confidence and knowledge of basic computer applications. If you are a complete newcomer to computers, it is recommended that you complete a beginners course before starting the CLAiT course.

CLAiT is a modular qualification, with seven units to choose from. To gain a CLAiT Level 1 Certificate you must complete three units, one of which must be Unit One (Introduction to Computers and Word Processing). For a CLAiT Level 1 Diploma you must complete five units.

We run CLAiT as a flexible open workshop, which means you can start CLAiT at any time of year. You will always have a tutor to help when you need one, and you can take the workbooks home with you to practice. Each unit must be completed within 8 weeks.

CLAiT Units available at Appleby Online Centre

Introduction to Computers and Word Processing

Learn how to:

Enter text and numbers; Format paragraphs; Save and Print your documents;
Identify and use your workstation; Create and manage files and folders;
Understand the features of software facilities; Change basic computer settings

Web and E-mail

Learn how to:

Use E-mail to send and receive messages and attachments;
Access and search the Internet

Desktop Publishing

Learn how to:

Use text and pictures to produce and print a simple publication;
Create a variety of page layouts

Spreadsheets

Learn how to:

Enter and edit spreadsheet information; Insert, replicate and format formulae;
Produce and print simple graphs and charts from your spreadsheet

Presentations

Learn how to:

Use your computer to create a presentation; Select fonts and enter text and pictures into your presentation; Re-sequence slides and produce printed handouts

E-Image Creation

Learn how to:

Produce and print simple drawings, artwork and digital images, manipulate, edit and combine simple artwork, text and images from a digital camera.

Database

Learn how to:

Use a simple database of names and addresses; enter and amend data, search for specific records and print out reports

Costs

CLAiT Certificate course (3 units together over 24 weeks): £131.50

CLAiT Diploma (5 units over 40 weeks): £248

You can convert three separate units to a Certificate qualification (but there is no fee reduction for this).

Concessions are available for people certain benefits. Prices valid for academic year starting September 2007

Course length

You must finish each unit within the set number of weeks allocated for the course. You are expected to attend weekly during term time, at one of the CLAiT workshop sessions, but it does not have to be the same time each week. Workshop session times are available on a separate sheet and are subject to change.

You will be enrolled as a student of Stephenson College, Coalville and you will be entitled to the same benefits as any other Stephenson student, including use of college facilities.

Course Description

At Appleby Online New CLAiT is run as a flexible start, open learning course. You can attend any of our CLAiT workshop sessions during the week. You will work through a variety of learning materials and complete the assessment assignment at the end of the course.

You will be given a learning schedule that will allow you to monitor your progress. We supplement the workshop sessions with optional group tutorials that will be arranged with your tutor.

You can do some of the work at home if you have the right equipment. However you will be expected to attend the Centre at least weekly where you will have a learning supervisor to assist you when you need help. You will also be allocated a Course Tutor who will be your main contact if you have any queries or problems, and who will monitor your progress through the course and give feedback on your work as you go along.

At the end of each unit there is an assessment assignment which must be completed accurately to achieve the qualification.

For more information contact Appleby Online Centre: info@applebymagna.org.uk or telephone **01530 274302**. The web site is www.applebyonline.org.uk.