

## COURSE INFORMATION 2007/2008

### IT Flexible Learning Courses at Appleby Online Centre

Two types of IT courses are run at Appleby Online: workshop based flexible courses, and tutor led fixed time courses. This leaflet is about the flexible courses we run.

Flexible courses are open learning, which means you can start at any time of year, and there is no set time for you to attend (within our normal opening hours, overleaf). You work through a variety of learning materials at your own pace, in a workshop environment, with an agreed completion date as a deadline. There is a tutor present at all times to help you.

You can select from complete beginners', intermediate or advanced courses. For people wanting to achieve a qualification we offer CLAiT for beginners and ECDL (European Computer Driving Licence) for more advanced, level 2 and 3 learners. We can also arrange for you to upgrade your qualification to an ITQ (the new standard IT qualification equivalent to an NVQ). All qualification courses are run through Stephenson College.

You can do some of the work at home if you have the right equipment. However you will be expected to do much of the work at the Centre, where a learning supervisor can 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.

#### First Time Online

For absolute beginners, a free starter that you go through at your own pace, with one-to-one support when you need it. Course duration: 2-3 sessions (up to 6 hours)

#### Beginners' Courses

Low cost courses with no formal assessment, that you can work through at your own pace.

- Computers for Beginners (covers using the Internet - a follow on from First Time Online): free for first 5 weeks then standard beginners' charge\*
- Word Processing for Beginners: standard beginners' charge\*
- Spreadsheets for Beginners: standard beginners' charge\*
- PowerPoint Presentations: standard beginners' charge\*
- Desk Top Publishing: standard beginners' charge\*

\*Standard beginners' charge: £6 per week for full time employed, £3 per week for unwaged and people over 60. Charges are paid in advance for half or full terms. Costs apply for up to 12 weeks only, after which all learning is charged at Intermediate rate.

#### Intermediate Courses

In-house courses that allow you to work at your own pace, with no formal assessment.

- Intermediate internet £60, twelve weeks
- Word Processing £60, twelve weeks
- Spreadsheets £60, twelve weeks
- Using Windows £60, twelve weeks
- PowerPoint Presentations, £60, twelve weeks

## **Bespoke Courses**

We can also offer bespoke and advanced courses covering any combination of these topics at the standard charge of £10 per week.

## **Qualification Courses**

**CLAiT, ECDL and Advanced ECDL:** These are well known and highly regarded qualifications, designed specifically for those who wish to develop their computer skills and enhance their career prospects.

ECDL Part 1 covers basic but important topics: using a computer, managing files, using the Internet and sending emails. There are three assessment tests - two practical and one theory. ECDL Part 2 covers the main office applications: word processing, spreadsheets, databases, and presentations, together with a deeper understanding of how computers are used in a business environment. There are five tests - four practical and one theory.

Advanced ECDL modules are available as separate courses in word processing, spreadsheets, presentations and databases.

CLAiT covers seven units but, unlike ECDL, some are optional. To achieve a CLAiT certificate, three units must be taken. For a CLAiT diploma, five units must be achieved. Topics are Introduction to Computers and Word Processing (the mandatory unit), Web & Email, Spreadsheets, Desk Top Publishing, Presentations, Databases, E-Images (drawings and digital photographs).

- CLAiT Certificate (3 units): £131.50, 24 weeks
- CLAiT Diploma (5 units): £248, 40 weeks
- ECDL Essentials (ECDL Part 1): £120, 24 weeks
- ECDL Extra (ECDL Part 2): £165, 40 weeks
- Advanced ECDL: £190 per module, 24 weeks

Discounts are available on qualification courses for people on certain benefits.

## **Open Learning Hours**

The Centre is open for learners taking flexible courses at the following times:

- Monday 9 am to 4.30 pm
- Tuesday evening 6 pm to 9 pm
- Wednesday afternoon 1 pm to 4.30 pm
- Thursday evening 6 pm to 9 pm
- Friday 9 am to 4.30 pm

You must book a place in advance each week to ensure you have a computer.

For more information about a specific course, ask for a course leaflet.

## **To Contact the Centre**

Telephone 01530 274302

Email [info@applebymagna.org.uk](mailto:info@applebymagna.org.uk)

Write to Appleby Online Centre, The Coach House, Sir John Moore Foundation  
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Web site [www.applebyonline.org.uk](http://www.applebyonline.org.uk)

PLEASE NOTE: Information is valid at September 2007, but may be subject to change so check for our latest prices and opening hours