



Course Name: IT Basics

Class level: Entry 3

How many weeks is the course?

9 weeks (approx)

What are the dates of the course?

Courses usually start in September, January and April.
Please call 02072756750 to confirm the next start dates.

What are the days and times of the course?

Mondays 9:30am - 4:30pm

What is the main qualification I will get?

OCR Certificate in ICT Skills for Life

Which subjects will I cover?

The course covers communication using ICT along with searching for and displaying information using ICT. Email, Internet and Word included.

What else could I do on the course?

You will develop your employability skills and your ability to work in a team and on your own initiative.

You may be offered opportunities to gain work experience through voluntary placement. This will help you practice your skills and get a job in the future.

What will be expected of me during and after the course?

You are expected to attend every lesson and complete work given to you by the tutor in order to improve your skills. After the course we may invite you back for workshops and tutorials with your tutor so we can help and advise you on your progression to further training or employment.

Progression Routes

ICT at level 1: Office or Web Design at ELATT

Please Note:

ELATT reserves the right to alter curriculum content and timetabling if required.

Due to funding objectives we cannot always run IT Basics.