North Tyneside Council Adult Learning Service
Course Information Sheet 2019-2020

Course Information for Computing

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Build Your Own Website

Enrolment Requirements	For more information or to apply ring (0191) 643 2288 or to apply online go to **www.northtyneside.gov.uk/ala**
In order to enrol on this course you must have a basic grasp of English and maths. You must be able to use a screwdriver and similar type tools.	

What will I learn on this course?

This course is for individuals who want to create their own website from scratch, using a simple Web editor. You will cover:

- How to create web pages
- How to find, create and use suitable graphics for the web
- How to create links to other pages and websites
- How to make an appealing website that's fun to use
- How to find a suitable hosting company
- How to promote your website on the Internet.

Assessment	Awarding body: N/A
None.	

Course Length	Attendance
Activities and work will be assessed by your tutor.	You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes.

What else do I need to know?

Students need to supply a medium-sized Philips screwdriver. All software used on the course is freeware. The course uses the freeware 'Kompozer' WYSIWYG webpage editor. The course is project based and all students will construct a simple website as part of their learning.

What could I do next?

You could move onto the Repair Your PC course.

Certificate in IT User Skills Level 1 (CLAiT) – IT Skills for Work and Business

Enrolment Requirements	**For more information or to apply ring (0191) 643 2288 or to apply online go to www.northtyneside.gov.uk/ala**

This course is suitable for learners who have done an introductory course or for anyone with basic experience of using a computer at home or at work. Knowledge of how to use a mouse and keyboard, open a program and save a file is **essential**. Please note that this course uses Windows 7 operating system and Office 2007.

What will I learn on this course?

To achieve the full certificate, you will need to obtain 13 credits. This must include Improving Productivity Using IT (three credits) plus any combination of the units listed below. The optional units allow you to develop skills in a range of different IT applications that are useful to you both in the workplace and on your personal computer. The optional units are:

- Database Software (3 credits) – Use Access to open a database, create new records, delete records, amend data, and create queries and reports

- Desktop Publishing (3 credits) – Use desktop publishing to create and print a simple publication consisting of two or three columns of text and pictures

- Presentation Software (3 credits) – An introduction to creating presentations using Microsoft PowerPoint. You will create a slideshow presentation containing text and images and learn how to use time-saving styles so that you become more efficient

- Spreadsheet Software (3 credits) – Use formulae to calculate totals and averages, subtract, multiply and divide; learn how to create bar, line and pie charts from your data

- Word-Processing Software (3 credits) – Create new typed documents and amend existing documents. You will format documents using various font styles and sizes, use indents and spacing options, and insert tables. You will also learn the basics of file management, including creating folders, renaming them, and copying and moving files

- Using the Internet and E-mail (5 credits) – Use the internet to locate information and images; save images from websites; and set up an e-mail account to send and receive messages and attachments.

You will learn through demonstrations given by the tutor and by working on practical tasks.

Assessment	Awarding body: OCR

OCR assignments are used to assess you for the ITQ qualification, and are completed during your normal class time. Assessment will take place upon completion of each unit. You will be allowed to refer to your notes and help sheets throughout the assessment.

Course Length

Course varies in length between 20 weeks and 35 weeks depending on the level of your ability.

Attendance

It is a **requirement** that you attend at least 80% of the course in order to gain the qualification. Please think carefully before enrolling on this course if you have work commitments that may interfere with this attendance.

What else do I need to know?

You will need a memory stick, to enable you to complete work at home, and a pen and paper. It is essential that you complete some study at home every week in order to be successful with this course.

What could I do next?

CLAiT will equip you with the basic skills necessary to meet the demands of the modern workplace, and will prepare you for progression to a Level 2 course such as Functional Skills ICT Level 2 or CLAiT Plus.

Please ask your tutor for further details.

Certificate in IT User Skills Level 2 (CLAiT Plus) - Skills for Work and Business

Enrolment Requirements	**For more information or to apply ring (0191) 643 2288 or to apply online go to www.northtyneside.gov.uk/ala**

This is a Level 2 course aimed at learners who have successfully completed the Certificate in IT User Skills Level 1 (CLAiT) or Level 2 Functional Skills. You will be assessed in the first week to make sure the course is right for you. Please note that this course uses Windows 7 operating system and Office 2007.

What will I learn on this course?

To gain the CLAiT Plus certificate you will need to achieve at least 16 credits, including the mandatory Improving Productivity unit (four credits), plus any combination of optional units (four credits each), chosen from Integrated Document Production (Word Processing), Spreadsheets, Databases, Presentation Software, or Desktop Publishing (using Publisher). You may also opt for Using E-mail, which is worth three credits.

CLAiT Plus allows you to concentrate on the subjects that you require, so creating a customised IT qualification that suits your needs or those of your employer. You will work at your own pace from resources provided at the centre, but the full qualification must be completed within 36 weeks.

At the end of each unit a sample test will be administered and feedback given, before the learner takes the live assignment. Your tutor will keep a copy of the printouts from the sample tests as some of these will be needed for the Improving Productivity unit.

Assessment	**Awarding body: OCR**

OCR assignments are used to assess you for the IT qualification, and are completed during your normal class time. Assessment will take place upon completion of each unit. You will be allowed to refer to your notes and help sheets throughout the assessment.

Course Length	**Attendance**
Course length varies in length between 20 weeks and 35 weeks depending on the level of your ability.	It is a **requirement** that you attend at least 80% of the course in order to gain the qualification. Please think carefully before enrolling on this course if you have work commitments that may interfere with this attendance.

What else do I need to know?

You will need a memory stick, to enable you to complete work at home, and a pen and paper. It is vital that you undertake homework every week in order to successfully progress through this course; your tutor will advise on this requirement each session.

What could I do next?

CLAiT Plus will build on your knowledge and equip you with many skills necessary to meet the demands of the modern workplace, and will prepare you for progression on to a Level 3 qualification at College or University.

Please ask your tutor for further details.

Computers Introduction

Enrolment Requirements	For more information or to apply ring (0191) 643 2288 or to apply online go to www.northtyneside.gov.uk/ala

This course is suitable for complete beginners. It covers all the basics, like where to switch on the machine, how to use a mouse, and the main features of the keyboard. The course will then introduce you to simple word processing using Microsoft Word, searching the internet and the basics of email. Please note that this course uses Windows 7 and Office 2007.

What will I learn on this course?

The Computers Introduction course leads to an OCR nationally recognised qualification called Functional Skills in ICT at Entry Level. It is suitable for anyone who is a complete beginner or still just getting used to using a computer. You will gain a wide range of practical ICT skills for use in everyday life. The qualification is also suitable for those preparing to progress to the Certificate in IT User Skills Level 1 (CLAiT).

There are three different beginners' levels, Entry Levels 1, 2 and 3, and you will be assessed in the first week to ensure that you work at the correct level. Each level will take you one term (a ten-week.

Computers Introduction course) and you will cover:

- How to use Microsoft Word, to create documents such as letters and posters
- How to use simple editing and formatting skills, add a picture, and save and print documents
- How to use PowerPoint to create a simple slideshow (Entry Level 3)
- How to browse the internet and use search engines (for example, Google)
- The basics of using e-mail to communicate
- The basics of safety and security when using the internet and e-mail.

You will learn both through guided tuition and demonstrations given by the tutor, as well as by working on individual tasks. There will be plenty of individual support.

Assessment	Awarding body: OCR

You will complete a straightforward assignment in order to achieve the qualification. You are allowed to refer to your notes and help sheets throughout the assignment, and you can also have help from your tutor.

Course Length	Attendance
10 weeks.	It is a requirement that you attend **at least 80%** (8 weeks) of the course in order to gain the qualification. Please think carefully before enrolling on this course if you have commitments that may interfere with this attendance.

What else do I need to know?

Some people like to make their own notes so a pen and paper are helpful. A memory stick will also be helpful but is not essential.

If the course is taking place in a library you will require a library membership card which can be arranged in the first session.

What could I do next?

This course has three different entry levels. If you want to move through them all please speak to your tutor, or you may wish to move on to the Certificate in IT User Skills Level 1 (CLAiT).

Digital Skills for Universal Credit (JCP)

Enrolment Requirements	For more information or to enrol please speak to your job advisor who can arrange an appointment at your local Job Centre with an Adult Learning Advisor.

To study this course you must have basic communication skills i.e. are able to read and write English at Entry Level 3 minimum.

The course is suitable for both young people and mature learners who are either complete beginners or have a little experience in using a computer. This course will support anyone who requires basic computer skills to support them back into work, for example how to switch on the machine and main features of the keyboard, as well as how to use a mouse. Please see "What else do I need to know" section below.

Please note that this course uses Windows 7 and Office 2007.

What will I learn on this course?

You will be recognised for your achievement of a wide range of practical ICT skills for use in the modern working environment. The qualification is also suitable for those preparing to progress to Level 1 CLAiT.

You will have a choice of three different beginners' levels, Entry Level 1, 2 or 3, and the appropriate level will be identified on your first session with your tutor. You will:
- Learn how to access and update your Universal Credit or Find a Job account
- Learn how to use Microsoft Word in a business environment
- Learn how to save and print
- Learn how to add and insert images to documents
- Learn how to use the Internet for work related activity
- Learn how to use e-mail to communicate in a business environment
- Learn through guided tuition and demonstrations as well as working on individual tasks and working in teams.
- Gain a qualification in ICT (nationally recognised by employers).

There will be plenty of individual support offered throughout.

Assessment	Awarding body: OCR

The assessment will take the form of a formal exam and will be taken on an individual basis towards the end of the course.

Course Length	Attendance
Total course lasts 3 days for 3 weeks. 9 days in total.	It is a requirement that you attend 100% of the taught sessions to ensure you have the best chance of achieving the accreditation. Please think carefully before enrolling on this course if you have commitments that may interfere with this attendance. If you are a JCP client you are expected to arrive promptly and attend every day of the course. A copy of the register is sent to your JCP advisor to confirm your attendance.

What else do I need to know?

Please be aware that you will need to provide your own refreshments and lunch during this course and that there might not always be catering services available at your venue. It is therefore advisable that you bring a packed lunch and something to drink when attending this course.

Some people like to make their own notes so a pen and paper are helpful. A memory stick may also be helpful but is not essential.

What could I do next?

This course has three different Entry levels. If you want to move through them all please speak to your tutor, or you may wish to move onto a CLAiT Certificate at Level 1 or an English or maths course with the Adult Learning Service.

For further information please contact our service on 0191 643 2288 or speak to your work coach.

Functional Skills ICT Level 1 (JCP)

Enrolment Requirements	**For more information or to enrol please speak to your job advisor who can arrange an appointment at your local Job Centre with an Adult Learning Advisor.**
This course is a suitable progression from an entry level course or for anyone with a basic knowledge of Word and Excel. Knowledge of how to create and format a Word document and how to use formulas to create calculations in Excel is useful.	

What will I learn on this course?

You will study word processing, Excel spreadsheet, PowerPoint and Internet & Email.

- Spreadsheet Software – Use formulae to calculate totals and averages, subtract, multiply and divide; apply your knowledge to use appropriate formatting where required; filter the data to select specific information; learn how to create bar, line and pie charts from your data.

- Word Processing Software - This involves formatting typed documents suitable for a business environment. You will need to include saved images and information that you have sourced from the internet and from the spreadsheet that you created (integration of information). You will also learn file management – this includes the importance of using suitable document names, creating folders, and copying and moving files into the folders to organise your work.

- Presentation Software– An introduction to creating presentations using Microsoft PowerPoint. You will create a slideshow presentation including supplied text and images; you will include information sourced from the internet and from your spreadsheet; learn how to apply built in themes and colours schemes; print hand-outs.

- Internet and Email – Use the internet to locate information and images; save images from websites; find directions and maps; use an Outlook e-mail account to create messages; insert pictures and maps into emails; attach files to messages.

- You will learn through demonstrations given by the tutor and by working on practical tasks and past papers.

Assessment	**Awarding body: OCR**

To achieve the level 1 qualification you will build up the skills needed to pass a 2-hour final exam at the end of the course consisting of a word processing **or** PowerPoint assignment plus Excel spreadsheet, internet and email tasks and this is normally completed during your regular class time on a specified date that your tutor will agree with you.

Course Length

Course length varies in length between 6 weeks and 15 weeks depending on the level of your ability.

Attendance

It is a **requirement** that you attend 100% of the course in order to gain the qualification.

What else do I need to know?

You will need a memory stick, to enable you to complete work at home, and a pen and paper. It is vital that you undertake homework every week in order to successfully progress through this course; your tutor will advise on this requirement each session.

What could I do next?

Functional Skills ICT will build on your knowledge and equip you with many skills necessary to meet the demands of the modern workplace, and will prepare you for progression on to a Level 2 qualification such as Functional Skills ICT Level 2 or CLAiT Plus.

Please ask your tutor for further details.

Functional Skills ICT Level 1 (Skills for Work & Business)

Enrolment Requirements	**For more information or to apply ring (0191) 643 2288 or to apply online go to www.northtyneside.gov.uk/ala**
This course is a suitable progression from an entry level course or for anyone with a basic knowledge of Word and Excel. Knowledge of how to create and format a Word document and how to use formulas to create calculations in Excel is useful.	

What will I learn on this course?

You will study word processing, Excel spreadsheet, PowerPoint, and Internet & Email.

- Spreadsheet Software – Use formulae to calculate totals and averages, subtract, multiply and divide; apply your knowledge to use appropriate formatting where required; filter the data to select specific information; learn how to create bar, line and pie charts from your data.

- Word Processing Software - This involves formatting typed documents suitable for a business environment. You will need to include saved images and information that you have sourced from the internet and from the spreadsheet that you created (integration of information). You will also learn file management – this includes the importance of using suitable document names, creating folders, and copying and moving files into the folders to organise your work.

- Presentation Software– An introduction to creating presentations using Microsoft PowerPoint. You will create a slideshow presentation including supplied text and images; you will include information sourced from the internet and from your spreadsheet; learn how to apply built in themes and colours schemes; print hand-outs.

- Internet and Email – Use the internet to locate information and images; save images from websites; find directions and maps; use an Outlook e-mail account to create messages; insert pictures and maps into emails; attach files to messages.

You will learn through demonstrations given by the tutor and by working on practical tasks and past papers.

Assessment	Awarding body: OCR

To achieve the level 1 qualification you will build up the skills needed to pass a 2-hour final exam at the end of the course consisting of a word processing **or** PowerPoint assignment plus Excel spreadsheet, internet and email tasks and this is normally completed during your regular class time on a specified date that your tutor will agree with you.

Course Length	Attendance

Course length varies in length between 6 weeks and 15 weeks depending on the level of your ability.

It is a **requirement** that you attend 100% of the course in order to gain the qualification

What else do I need to know?

You will need a memory stick, to enable you to complete work at home, and a pen and paper. It is vital that you undertake homework every week in order to successfully progress through this course; your tutor will advise on this requirement each session.

What could I do next?

Functional Skills ICT will build on your knowledge and equip you with many skills necessary to meet the demands of the modern workplace, and will prepare you for progression on to a Level 2 qualification such as Functional Skills ICT Level 2 or CLAiT Plus.

Please ask your tutor for further details.

Functional Skills
ICT Level 2 (JCP)

Enrolment Requirements	**For more information or to enrol please speak to your job advisor who can arrange an appointment at your local Job Centre with an Adult Learning Advisor.**

To study this course you must have basic communication skills i.e. are able to read and write English at Entry Level 3 minimum.

This course is a suitable progression from a level 1 CLAiT course or for anyone with a good working knowledge of Word and Excel. Knowledge of how to create and format a Word document and how to use formulas to create calculations in Excel is essential. There will be an induction session in the first week of the course, where your skills will be assessed to make sure this IT course is suitable for you. Please note that this course uses Windows 7 operating system and Office 2007.

What will I learn on this course?

The course will support you back into the labour market; assisting in ICT interview tasks and helping you gain ICT skills which will give you a real advantage over other candidates.

You will study word processing, Excel spreadsheet, PowerPoint, and Internet & Email.

- Spreadsheet Software – Use formulae to calculate totals and averages, subtract, multiply and divide; apply your knowledge to use appropriate formatting where required; filter the data to select specific information; learn how to create bar, line and pie charts from your data

- Word Processing Software - This involves formatting typed documents suitable for a business environment. You will need to include saved images and information that you have sourced from the internet and from the spreadsheet that you created (integration of information). You will also learn file management – this includes creating folders, renaming them, copying and moving files, and zipping folders ready for adding as email attachments

- Presentation Software– An introduction to creating presentations using Microsoft PowerPoint. You will create a slideshow presentation including supplied text and images; you will include information sourced from the internet and from your spreadsheet; learn how to apply built in themes and colours schemes; print hand-outs, use SmartArt diagrams

- Internet and Email – Use the internet to locate information and images; save images from websites; find directions and maps; use an Outlook e-mail account to create messages; attach files and zipped (compressed) folders to messages; create an email distribution list to send messages to multiple recipients simultaneously.

You will learn through demonstrations given by the tutor and by working on practical tasks and past papers.

Assessment	**Awarding body: OCR**

To achieve the level 2 qualification you will build up the skills needed to pass a 2-hour final exam at the end of the course consisting of a word processing **or** PowerPoint assignment plus Excel spreadsheet, internet and email tasks and this is normally completed during your regular class time on a specified date that your tutor will agree with you.

Course Length	**Attendance**
Course length varies in length between 6 weeks and 15 weeks depending on the level of your ability.	It is a **requirement** that you attend 100% of the course in order to gain the qualification.

What else do I need to know?

There will be extra tasks to complete outside of the classes to build your skills, reinforce what you have learnt and enable you to make more progress.

You **must** bring photographic ID for your exam, e.g. passport or driving licence.

You will need a memory stick, to enable you to complete work at home, a pen and paper.

What could I do next?

Functional Skills ICT will build on your knowledge and equip you with many skills necessary to meet the demands of the modern workplace. This will prepare you for progression on to a Level 3 qualification at College or University, or if you would like to extend your knowledge using other programs such as Publisher or Access you could enrol on CLAiT Plus Level 2.

Please ask your tutor for further details.

Functional Skills ICT Level 2 (Skills for Work and Business)

Enrolment Requirements	**For more information or to apply ring (0191) 643 2288 or to apply online go to www.northtyneside.gov.uk/ala**

To study this course you must have basic communication skills i.e. are able to read and write English at Entry Level 3 minimum.

This course is a suitable progression from a level 1 CLAiT course or for anyone with a good working knowledge of Word and Excel. Knowledge of how to create and format a Word document and how to use formulas to create calculations in Excel is essential. There will be an induction session in the first week of the course, where your skills will be assessed to make sure this IT course is suitable for you. Please note that this course uses Windows 7 operating system and Office 2007.

What will I learn on this course?

The course will support you back into the labour market; assisting in ICT interview tasks and helping you gain ICT skills which will give you a real advantage over other candidates.

You will study word processing, Excel spreadsheets, PowerPoint, and Internet & Email.

- Spreadsheet Software – Use formulae to calculate totals and averages, subtract, multiply and divide; apply your knowledge to use appropriate formatting where required; filter the data to select specific information; learn how to create bar, line and pie charts from your data

- Word Processing Software - This involves formatting typed documents suitable for a business environment. You will need to include saved images and information that you have sourced from the internet and from the spreadsheet that you created (integration of information). You will also learn file management – this includes creating folders, renaming them, copying and moving files, and zipping folders ready for adding as email attachments

- Presentation Software– An introduction to creating presentations using Microsoft PowerPoint. You will create a slideshow presentation including supplied text and images; you will include information sourced from the internet and from your spreadsheet; learn how to apply built in themes and colours schemes; print hand-outs, use SmartArt diagrams

- Internet and Email – Use the internet to locate information and images; save images from websites; find directions and maps; use an Outlook e-mail account to create messages; attach files and zipped (compressed) folders to messages; create an email distribution list to send messages to multiple recipients simultaneously.

You will learn through demonstrations given by the tutor and by working on practical tasks and past papers.

Assessment	Awarding body: OCR

To achieve the level 2 qualification you will build up the skills needed to pass a 2-hour final exam at the end of the course consisting of a word processing **or** PowerPoint assignment plus Excel spreadsheet, internet and email tasks and this is normally completed during your regular class time on a specified date that your tutor will agree with you.

Course Length

Course length varies in length between 6 weeks and 15 weeks depending on the level of your ability.

Attendance

It is a **requirement** that you attend 100% of the course in order to gain the qualification.

What else do I need to know?

There will be extra tasks to complete outside of the classes to build your skills, reinforce what you have learnt and enable you to make more progress.

You **must** bring photographic ID for your exam, e.g. passport or driving licence.

You will need a memory stick, to enable you to complete work at home, and a pen and paper.

What could I do next?

Functional Skills ICT will build on your knowledge and equip you with many skills necessary to meet the demands of the modern workplace. This will prepare you for progression on to a Level 3 qualification at College or University, or if you would like to extend your knowledge using other programs such as Publisher or Access you could enrol on CLAiT Plus Level 2.

Please ask your tutor for further details.

How to Repair Your PC

Enrolment Requirements	For more information or to apply ring (0191) 643 2288 or to apply online go to **www.northtyneside.gov.uk/ala**

In order to enrol on this course you must have a basic grasp of English and maths. You must be able to use a screwdriver and similar type tools.

What will I learn on this course?

This course is for individuals who want to learn how to do very basic PC repairs gaining greater control over your computer. You will cover:

- How to diagnose simple computer faults (hardware and software)
- How to carry out simple upgrades
- How to keep your computer secure
- How to defend your machine against worms and malware
- How to recognise computer components and buy with confidence
- How to manage and configure Windows (and other operating systems).

Assessment	Awarding body: N/A

Activities and work will be assessed by your tutor.

Course Length	Attendance
10 weeks.	You will be expected to attend every week. If you cannot attend you will be set work to ensure you meet your learning outcomes.

What else do I need to know?

Students need to supply a medium-sized Philips screwdriver. The course is project based and all software used on the course is freeware.

What could I do next?

You could move onto the Build Your Own Website course.