



Community Education
 Witchford Village College
 Manor Road, Witchford, CB6 2JA
www.witchfordcollege.co.uk
 Tel: 01353 664468

Course Information

Update Your Computer Skills

Learn how to use an interactive smartboard, improve your presentation skills, update your word processing skills, create basic spreadsheets and get the most out of Internet and Email.

Target Group	For those who would like to update their skills and become more confident with computers.	
Skills or entry qualification	No previous knowledge or experience required.	
Programme area	6	
Venue	Witchford Village College	
Start Date	13 October 2010	
Day of the week	Wednesday	
Time	7.15 - 9.15 pm	
No. of Weeks	5	
No. of Terms	1	
Learning Outcomes	You will learn from tutor guidance and information sheets. You are encouraged to practice at home or at work but it is not essential.	
How will your progress and success be monitored and recorded?	Your tutor will hand out exercises to improve your skills and give you feedback.	
Course Level	Mixed Ability	√
	Pre Entry	
	Level 1	
	Level 2 equivalent to 5 A-Cs GCSE or NVQ2	
	Level 3 equivalent GCE A Level	

Awarding Body	OCR
External Assessment	By Exam
	By Coursework or Portfolio
Assessment fee	TBA
Tuition Fee	£42.50
Concessionary fee	£32
Additional Costs	N/A
Requirements for first class	Pen and notebook
Progression post achievement	You can progress onto the next level in computing, CLAIT Plus or ECDL both which are offered by the College.
What else will you have to do	We ask all students to complete an Enrolment form giving your details and it includes specific information for student monitoring by the Learning & Skills Council and is a requirement of entry to the course.
How do we know if you are happy with your course	We will offer you the opportunity to complete an end of course evaluation, where you can let us have your feedback on the tuition and other elements of your course. We encourage your views as it enables us to improve the courses we offer. You may contact us at other times if you wish.
What else do we ask of you?	We would like you to let us know if you are unable to turn up to a class or are having any long-term difficulties. We like to know if there is a problem.
Equalities Statement	WVC operates an Equality of Opportunity policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have specific needs, which may affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so we building a learning community based on mutual respect and trust.
Contact Us:	Email scook2@witchfordvillage.cambs.sch.uk Or telephone 01353 664468.