

# Slough Lifelong Learning

## New CLAIT (Computer Literacy and Information Technology)

**Venue:** Slough and Eton School Adult Education Centre, Ragstone Road

**Time:** Tuesday and Thursday 18:00 to 20:00

**Tuition Fee:** £60.00 per term/Certificate £45.00 & Diploma £75.00

**Duration:** 20 sessions (requires 2 or more terms)

**Contact Details** Heather Hyams, Slough & Eton School  
(01753 486047 leave a message)

**Course Aim:** To enable learners to develop and enhance their existing IT knowledge and skills of various Microsoft applications and Electronic Documentation in order to achieve a nationally recognised OCR - CLAIT qualification.

**At the end of the course learners should be able to:**

The learners will achieve knowledge and skills in the following units:

- ✓ **Unit 1**  
File Management & e-Document Production  
(Mandatory Unit)
- ✓ **Unit 2** Creating Spreadsheets & Graphs  
(Optional Unit)
- ✓ **Unit 3** Database Manipulation  
(Optional Unit)
- ✓ **Unit 5** Create an e-Presentation  
(Optional Unit)
- ✓ **Unit 8** Online Communication  
(Optional Unit)

### Additional Information

> All new candidates interested in enrolling on this course must attend for a diagnostic test on Learners must have prior knowledge of PC use and basic IT knowledge

> Learners should be able to communicate and understand instructions in English and be prepared to take notes

**What qualification will I gain from completing this course:**

- > Learners must be prepared to work hard as they are required to take exams in two different units every term. Please note that if you fail to meet the marking criteria the first time in your exam you would be allowed one more attempt to retake it.
- > In order to achieve a Certificate Qualification learners are required to achieve 3 Units - the Mandatory Unit & any 2 of the Optional Units.
- > To achieve a Diploma Qualification learners are required to achieve 5 Units - The Mandatory Unit & any 4 of the Optional Units.

**Where do I go next after this course?**

- European Computer Driving Licence (ECDL)
- Call one of our Information, Advice and Guidance Officers at the Thomas Gray Centre on (01753) 476605.

For more information on these courses please call (01753) 486047