


Course Descriptions

Computers for Beginners							
Course code	Start Date	End Date	Duration	Day	Time	Cost	AIG
ICTB1A/09	21/09/08	23/10/08	5 Weeks	Monday, Thursday & Friday	1:00– 3:00	£90	Interview
ICTB2E/09	15/09/08	23/10/08	6 Weeks	Monday & Thursday	18:30-21:00	£90	Interview
Who is this course for?							
The qualification has been developed to meet the need for individuals who have little knowledge of computer use and allows them to develop an understanding and experience of the Internet and inclusion within the Information Society							
What is the level of the course?							
For complete beginners and those who use a computer occasionally but aren't really very confident.							
What previous knowledge/experience is required?							
E3 i.e. an Elementary course							
What will the course cover and what can I expect to do by the end of it?							
Students will be able to develop an understanding and experience of the Internet and inclusion within the Information Society by learning about Basic IT Skills, Using Email, Access To On-Line Content, Access To On-Line Services and Producing Content							
What teaching and learning methods will be used on the course?							
At the WLA we employ a wide variety of Teaching & Learning strategies. These include practical classes, lectures, 1:1 tutorials, Computer Based Training using on line resources and project work.							
How will we assess your progress on the course?							
Work will be assessed through a range of activities in the classroom, through question and answer sessions, interactive demonstrations that are followed up with group and one to one feedback							
What type of qualification will passing this course give me?							
National Open College Network Elementary 3 It Qualification							
What can I do after completing this course?							
New CLAiT 2006, BCS ECDL Part 1 or for those not wanting an accredited course check Ealing Adult Courses at West London Academy Adult Education Centre.							
What extra study/practice do we expect you to do outside the class?							
Students need to commit to making time outside of class to practice; at home or in the college using the ICT facilities.							
Are there any other costs? (e.g. materials, equipment or books I need to buy before or during the course)							
None - a Manual is Provided.							
Who can I contact for further information?							
Main Reception 020 8841 4511 or email: aec@westlondonacademy.co.uk							
Last updated: Friday, 07 August 2009							
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p>W L A Adult Education Centre</p> </div> <div style="text-align: center;"> <p>Appointment lines: 020 8841 4511 West London Academy Bengarth Road Northolt Middlesex UB5 5LQ Fax: 0208 541 4480 Website: www.wlaaec.co.uk email: aec@westlondonacademy.co.uk</p> </div> <div style="text-align: center;">  <p>WEST LONDON ACADEMY PROUD TO LEARN</p> </div> </div>							