# Community Learning and Skills

## Course information sheet

Strengthening and sustaining the people and communities of Cumbria through the power of learning

**Course Title:** BCS Level 2 ITQ award

**Course Code:** KMS00021A/20

## About the Course

This 'ECDL Extra (BCS Level 2 ITQ Award)' course is the second part of the ECDL qualification. This course will enable you to gain an internationally recognised qualification to demonstrate your competence in computer skills. The course consists of the following 4 units Word-processing, Powerpoint, Excel and Improving Productivity. Each unit is achieved by successfully passing the test. Practise between sessions is advisable.

| Course dates | Session times | Number of sessions | Cost |
|---|---|---|---|
| **Thursday 10.9.20 – 11.3.21** | **18:15-21:15** | **20** | **£277.75** |

## Detailed information

### Who is the course for?

This course is for anyone who wants to further develop their computer skills especially so that you can gain a recognised qualification, and enhance your career prospects.

### How will I be taught?

Your tutor will use a variety of teaching methods to accommodate different learning styles and ensure that you achieve your full potential. The course will be taught in a relaxed and informal atmosphere, where your individual needs are catered for. Teaching, learning and assessment are carried out through formally taught sessions and demonstration, and supported with worksheets and exercises, home study, feedback and evaluation.

## What do I need to bring with me?

Please bring the following:
A memory stick. A notebook and pen maybe useful for taking notes. Reading glasses, If you need them. We do break for refreshments and a contribution to this would be appreciated.

## How will I know how well I am doing?

You will get regular informal feedback from your tutor and you will complete a simple record of progress to gauge how well you are getting on.

## What can I do next?

Once you have achieved your course you will be able to progress onto Advanced ECDL at Further and Higher Education providers or other training / learning providers.
Information, Advice & Guidance and Specialist advice is available from your tutor to help you identify the best course for you

## About the tutor

Catherine Herd has been teaching IT for a number of years to all ages and abilities. She holds a nationally recognised qualification in teaching adults. She is friendly and approachable and sensitive to the needs of adult learners.

## Other information

To book a place phone or email **Kingmoor Community & Business Centre**.
Payment by cheques made payable to “Kingmoor CBC” or by cash to the office.
Limited parking spaces are available within the car park, but considerate parking is allowed on Liddle Close (Please allow access to properties). Parking restrictions apply on Liddle Close at start and end of the school day.

## Getting to your course

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| **Venue details** | Building Adjoining Kingmoor Junior School |
| **Address** | **Kingmoor Community & Business Centre**<br>Liddle Close, Lowry Hill, Carlisle CA3 0DU<br><br>Please use postcode **CA3 0DP** in Sat Nav – if unsure, please ring for directions |
| **Contact details** | Catherine Herd, Centre Manager |
| **Email** | office@kingmoorcbc.co.uk |
| **Tel** | 01228 598484 |