

Whether you are studying for your own enjoyment, returning to work, or seeking to improve your job prospects we will be pleased to help.



Part-time
COMPUTER
Courses

OCR Level 1 Certificate for IT Users (New CLAIT)
24 weeks

Mondays 6.30 pm—9.00 pm. Course starts 3 November 2003 or
Tuesdays 9.30 am—12.00 noon. Course starts 4 November 2003 or
Wednesdays 1.10 pm—3.40 pm. Course starts 19 November 2003

Course includes:

Using a Computer and Word Processing plus three options from

Electronic Communication (E-mails and Internet)

Graphs & Charts

Spreadsheets

Web Pages

Databases

Presentation Graphics (MS Powerpoint)

Desktop Publishing

OCR Level 1 Certificate for IT Users (New CLAIT)
5 or 6 week single units

Colman First School—selected Friday afternoons
Easton College—please contact us for course dates/times

Single units available from those listed above.

OCR Level 2 Certificate for IT Users (CLAIT Plus)
27 weeks

Thursdays 9.30 am—2.30 pm. Course starts 20 November 2003

Course includes:

Create, Manage & Integrate Files plus

Spreadsheets

and Graphs & Charts

Databases

or Presentation Graphics

Levels 1, 2 & 3: secretarial/administrative computer courses

**OCR Text/Word Processing, Legal, Medical, Medical Audio, Audio,
Mailmerge, Document Presentation**

Fridays 9.30 am—12.00 noon. Start any Friday (excluding half-term)

Contact us on 01603 731277
fmylchreest@easton.ac.uk or www.easton-college.ac.uk/it

Computer Course Application Form

Easton College Year September 2003 – July 2004

Name of course	
Date and time of course	
Location of course	
Mr/Mrs/Miss/Ms* surname	
Forenames	
Address	
Postcode	
Contact telephone number (home/work/mobile)*	
Signature and date	

Please return this form to:

**Fiona Mylchreest (IT Department)
Easton College
Easton
NORWICH
Norfolk
NR9 5DX**

For further information please telephone: 01603 731277

**We are conveniently located near the Norfolk Showground
off the A47 Norwich Southern Bypass.**

On your first lesson attendance we will ask you to complete an enrolment form and learning agreement. This application form is used to reserve your place on the course.