



Computer Courses at West Park School, Spondon



Taster Courses (all levels)	A variety of taster courses in all aspects of computing take place over the Winter months. This includes computer maintenance, absolute beginners, digital photography and the internet.
Begin at the Beginning (Entry Level)	A practical introduction for people new to using a computer. This leads to the Skills for Life qualification awarded by OCR.
CLAiT 2006 certificate (Level 1)	Designed to boost confidence in using a computer with applications such as Word and Excel plus one other application. This leads to the OCR qualification.
CLAiT 2006 diploma (Level 1)	Provides experience in using different packages such as PowerPoint and Publisher. Students should have already completed CLAiT 2006 certificate. This leads to the OCR qualification.
CLAiT+ 2006 certificate (Level 2)	Suitable for students who wish to improve their skills in Word and Excel plus one other application. Students should, as a minimum, be competent to CLAiT 2006 level. This leads to the OCR qualification.
CLAiT+ 2006 diploma (Level 2)	Suitable for students who wish to improve their skills in such as PowerPoint and Publisher. Students should have already completed CLAiT+2006 certificate. This leads to the OCR qualification.
Microsoft Office Specialist Core (Level 2)	The opportunity to study Word, Excel, Access, PowerPoint and Outlook 2003 in more depth and take Microsoft's own qualification.
Microsoft Office Specialist Expert (Level 3)	The opportunity to study Word and Excel 2003 to expert level and take Microsoft's own qualification.

For more information and to book a place, please contact Mrs Jean Moss, West Park School, West Road, Spondon, Derby DE21 7BT, telephone 01332 821964, e-mail community@westpark.derby.sch.uk.