

**Section 2** You should spend about 20 minutes on **Questions 14 – 27**.

## **Adult Education Courses: Computing skills for all levels**

### **A Introduction to Computing**

This 10 week course is for those with only a little experience but no confidence in your computing skills. It aims to help you to get to know your way around the computer, to understand the jargon and to use the basic applications of word processing, database and spreadsheets. Fees: £25 payable at start of course.

### **B Computer Literacy and Information Technology**

A certified course offering three or more modules chosen from, e.g. word processing, database, spreadsheets, spreadsheet graphic data and computer art. This course is suitable for those with a basic understanding of computers. Fees: £10 per module, payable at start of course.

### **C Integrated Business Technology 1**

This 30-week programme consists of five set modules that must be successfully completed in order to gain the intermediate level Certificate in IBT. Word processing, database, spreadsheets, spreadsheet graphic data and integrated documents are all covered. This is a challenging course leading to a good level of accuracy, presentation, business understanding and skill. Entry qualification – Certificate in Computer Literacy and IT. Fees: £75 payable at start of programme, or £25 payable at the start of each 10-week session.

### **D Text / Word Processing Levels 1, 2 and 3**

Students wishing to apply will be assessed and entered for the appropriate exam course. All abilities are catered for, including absolute beginners with no previous keyboard experience [Level 1 group]. Fees: £20, £25 or £30 according to level. Additional examination fees of £10 – both payable in advance of course to reserve a place.

### **E Integrated Business Technology 2**

Six set modules must be successfully completed in order to gain the certificate for this 60-week course. The modules will include Electronic Communication, File Management, Source Data Processing, Automated Presentation Production and Publication Production. This is a high-level course aimed at further developing business understanding, presentation and effective computing skills. Applicants must have the IBT intermediate level certificate and an intermediate level qualification in Desk Top Publishing, as well as experience of using email. Fees: £125 payable at start of course only. Booking essential for course places.

### **Questions 14 – 20**

Look at the information on five computer courses on the page opposite. For which course are the following statements true?

Write the correct letter **A-E** in boxes 14-20 on your answer sheet.

**NB** You may use any letter more than once.

- 14** People who know nothing about computers can join this course.
- 15** This course does not lead to any formal qualification.
- 16** Students can pay for parts of this course at different times.
- 17** This is an advanced-level course.
- 18** Those applying for this course only need one relevant qualification.
- 19** Students on this course can choose the number of components they want to do.
- 20** Students have to pay extra money to take the final test on this course.