



Lancaster Boys School ECDL Extra

Lancaster Boys School based in Leicester, is a school for boys aged 11 to 16 which specialises in Sports and Arts and has recently offered 40 members of staff the opportunity to study for the ECCL Extra training with Leicester College,

Darren John, Strategic Leader of New Technologies at Lancaster Boys School said: "It is important for us to offer personal development to all the staff. We place a high value on this training as it helps to give staff experience, empowerment and motivation to expand their role and responsibilities."

Information Technology

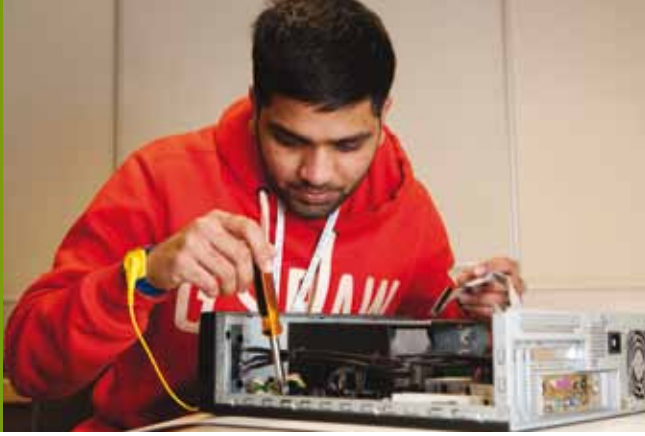
IT skills are extremely important to all organisations – even traditionally "low tech" industries are now reliant on IT for everyday operation and communication.

Millions of jobs require skills in IT, with the majority of office-based jobs now almost entirely based around computers and IT. More and more organisations are using online booking systems, orders, stock control and electronic calendars.

We offer everything from in-depth specialised training, to certificates in professional competence, such as CLAIT and ECCL. These can all be studied part time and can be tailored to your workplace.

In addition to training for IT system users, we also offer training for IT support functions and developers. We can show you how IT can benefit your business and make it more productive and profitable.





IT Apprenticeships and Advanced Apprenticeships

Course Code: See below
Start Date: Flexible

Fees 3

What is the training about?

It is designed with a range of units available including basic PC security and using a range of applications software eg, word processing, spreadsheets, databases, internet and email. Employees will use their knowledge of their organisation's systems to demonstrate their IT skills.

The Apprenticeship can incorporate CNNA parts 1, 2, 3 and 4 and CompTIA A+ and Networks+. Employees may also have to study Functional Skills in English, maths and ICT.

What routes are available?

ITQ IT Users – Apprenticeship A9063

IT and Telecoms Professional – Apprenticeship A9239

IT and Telecoms Professional – Advanced Apprenticeship A8033

Who should attend?

ITQ IT Users: new entrants to the IT environment, in an administrative role or general use role.

IT and Telecoms Professional: those involved in troubleshooting, help desk, configuration or networking and to further their skills.

Training outcomes

From an Apprenticeship you will gain an NVQ plus Functional Skills and employer rights and responsibilities. From Advanced Apprenticeships, an NVQ level 3 which incorporates a range of units relevant to the job role, plus a technical certificate, Functional Skills and employer rights and responsibilities are gained.

Duration

Apprenticeships typically take 18 months to complete level 2. Advanced Apprenticeships typically take two years to complete, except where progression is from an Apprenticeship which allows the advanced qualification to be completed in one to two years.

Assessment

Evidence of the skills learnt is a series of tests and written assignments. English and maths are assessed by tests.

Progression

On completion of an Apprenticeship, employees can progress onto an Advanced Apprenticeship and upon completion of this further course, courses such as HND or Foundation Degree Computing.

If you are an employer looking to recruit an Apprentice, we can provide you with access to a pool of potential employees. Please call 0116 224 2240 for more details.

CISCO Discovery Semester 1

Course Code: A6693

Fees £530

Start Date: 14 September 2011

What is the training about?

This first semester covers "Networking for Home and Small Businesses" and is the first half of the entry level networking qualification CCENT.

Who should attend?

This training is for those who already have the responsibility within the workplace of dealing with the IT network. Ideally employees will already be working within a networking environment and have experience of configuring small networks.

Training outcomes

Upon completion employees will be able to:

- set up a personal computer, including operating system (OS), interface cards and peripherals
- plan and install a small network connecting to the internet
- trouble shoot network and internet connectivity
- share resources eg files, printers among multiple computers
- recognise and mitigate security threats to a home network
- configure an integrated wireless access point and client.

Duration

Three hours per week for 17 weeks.

Assessment

Assessment is through practical and theory based examinations.

Progression

CISCO Discovery Semester 2 which can lead to the CCENT (Cisco Certified Entry Networking Technician) certificate.

About our fees

- ① For training marked with this symbol, the price will depend on the funding available. Please call 0116 224 2240 for more details.
- ② Costs for training with this symbol are variable dependent on the number of delegates, venue etc. Please call 0116 224 2240 for more details.
- ③ Costs for training with this symbol are dependent on employee's age. Please call 0116 224 2240 for more details.



CISCO Discovery Semester 2

Course Code: A6933

Fees £530

Start Date: 22 February 2012

Duration: 17 weeks

What is the training about?

This second semester covers small-to-medium business or Internet Service Provider (ISP)– planning, installing and configuring networking devices.

Who should attend?

For those whose jobs involve working at a small-to-medium business or Internet Service Provider (ISP) – planning, installing and configuring networking devices.

Training outcomes

Upon completion employees will be able to:

- understand structure of internet and communications between hosts
- install, configure and troubleshoot CISCO IOS devices
- plan a wired infrastructure to support network traffic
- configure a server to share resources and provide common web services
- implement basic WAN connectivity using Telco services
- demonstrate disaster recovery procedures and perform server backups.

Duration

Three hours per week for 17 weeks.

Assessment

Assessment is through practical and theory based examinations.

Progression

CISCO Discovery Semester 3 – “Introducing routing and switching in the enterprise” Networking configuration and administration employment.

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CISCO Discovery Semester 3

Course Code: A7410 Fees £530
Start Date: 15 September 2011 Duration: 17 weeks

What is the training about?

"Introducing routing and switching in the enterprise" – this is the first of two semesters that lead to the ICND2 examination.

Who should attend?

These skills are applicable to entry level networking configuration and administration posts.

Training outcomes

Upon completion employees will be able to:

- implement a LAN
- configure a switch with VLANs and inter-switch communication
- implement access lists to permit/deny specific traffic
- implement WAN links
- configure routing protocols on CISCO devices
- perform LAN, WAN and VLAN
- trouble shooting using structured method and the OSI model.

Duration

Three hours per week for 17 weeks.

Assessment

Assessment is through practical and theory based examinations.

Progression

CISCO Discovery Semester 4 – "Designing and Supporting Computer Networks"

CISCO Discovery Semester 4

Course Code: A7411 Fees £530
Start Date: 23 February 2012 Duration: 17 weeks

What is the training about?

Designing and supporting computer networks using CISCO equipment - this semester and semester 3 cover the material to prepare for the ICND2 on-line exam.

Who should attend?

Those working within a networking administration/technician role.

Training outcomes

Upon completion employees will be able to:

- gathering customer requirements
- designing internetwork using CISCO technology
- designing IP addressing scheme and equipment list to meet LAN requirements
- installing and configuring internetwork
- upgrading CISCO ISO software.

Duration

Three hours per week for 17 weeks.

Assessment

Assessment is through practical and theory based examinations.

Progression

Progression is possible to Higher Education Computing courses - Higher National Certificate/Higher National Diploma in Computing.

"In line with our business plan we identified that our staff needed to improve their IT skills.

"We have already seen significant benefits to the way people work such as practical use of the applications used in IT, an increase in their confidence and the ability to present information back to their teams and managers."

Jennie Anderson, Hotel Services Manager, Serco Health FM.



CompTIA A+ Technicians Certificate

Course Code: A4393 Fees: £590
Start Date: 13 September 2011

Course Code: A4796 Fees: £590
Start Date: 7 February 2012

What is the training about?

This training offers a formal qualification that is internationally recognised that teaches hardware and software skills. It reflects the type of skills that are needed to excel in the role of a computer support professional.

Who should attend?

Primarily aimed at junior technicians with at least six months experience of working within an IT Support environment. The qualification is of added value for those employees seeking employment as an IT technician or support role working with PCs/networking.

Training outcomes

At the end of the course employees will be familiar with:

- PC functions and components
- tools and equipment, BIOS/CMOS settings, system resources (interrupts etc)
- DOS commands, directory structure, basic file management
- installation, boot processes, file and disk management, running applications, configurations, printing, networking
- field replaceable units, IDE devices, SCSI devices, peripheral devices
- troubleshooting and optimisation
- motherboard architecture, processors, memory installation, boot processes, configurations, disk storage management
- users and groups, security, network concepts
- implementing a LAN, WAN and internet
- connectivity/troubleshooting/printer types, connections, configuration and troubleshooting
- installation and deploying configurations
- remote management, overview, TCP/IP, internet security.

Duration

One evening per week for 18 weeks.

Assessment

There are two computer based multiple choice exams that need to be passed in order to gain this qualification.

Progression

The follow-on Network+ course continues the technical aspects of networking.

CompTIA Network +

Course Code: A5744 Fees: £530
Start Date: 13 September 2011

What is the training about?

This course builds on the technical skills developed in the CompTIA A+ course.

Who should attend?

Those with either substantial working experience of administering and supporting networks or employees who have previously completing training such as the CompTIA A+ Technician's certificate.

Training outcomes

By the end of the training, employees should be able to:

- identify a range of topologies, media and network components
- understand networking and security protocols
- configure a range of network operating systems including proxy servers, VLANs and disaster recovery strategies
- implement network utilities, troubleshoot client and server scenarios, plan and document solutions.

Duration

One evening per week for 18 weeks.

Assessment

Exams.

Progression

Achieving this qualification could lead to further CISCO technical qualifications - CISCO Certified Network Administrator. It will also prove useful for those employees looking to progress their career in IT-related employment eg, as a systems analyst, database developer/administrator, web developer, programmer or IT support.

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ECDL Extra

Course Code: A1655
Start Date: Flexible

Fees £200

What is the training about?

It builds on word processing, spreadsheets, presentations and improving productivity using IT (applying your software skills to a range of business-related tasks).

Who should attend?

This training will benefit anyone in a work environment though ideally, employees should already be comfortable using a range of software to create documents.

Training outcomes

- Word Processing (create and edit documents, use formatting tools, set paragraph formats, use tabs, bullet points and borders, create headers and footers, apply page numbers, create and edit tables, insert images and charts and create a mail merge document.)
- Spreadsheets (create and edit spreadsheets, use formulae, use relative and absolute cell references, use formatting tools, create and edit charts, create headers and footers and apply page numbers.)
- Presentations (create and edit presentations, use templates, insert images into slides, use formatting tools, create a chart within a slide, create an organisation chart, apply slide transitions and animations and create presenter notes for slides.)

Duration

One session per week for 18 weeks.

Assessment

Exams.

Progression

These valuable IT application skills are in demand in many administrative departments. Employees wishing to improve their skills further could look to studying the ECDL Flexiqua A9019 (level 3) – word processing, spreadsheets, databases, presentations (powerpoint) and improving productivity using IT.

**“98% of employers said
Leicester College gives a
value for money service”**

Employer Survey 2011





IT Users CLAIT level 1 OCR Certificate

CLAIT – Computer Literacy and Information Technology

Course Code: A9687

Fees £260

Start Date: 25 October 2011

What is the training about?

It is for anyone wanting to learn IT application skills, although it is not suitable for absolute beginners.

Who should attend?

No formal IT qualifications are required but employees will need to be familiar with a PC, keyboard and mouse and will need some familiarity with the MS Office applications.

Training outcomes

These IT skills are relevant to a range of office/administration jobs. The training consists of four units and sections looking at security issues with IT and networks:

- Word processing: create and edit documents, use formatting tools, insert tables, page numbers, bullet points and format paragraphs – line spacing, borders and indents.
- Spreadsheets: create and edit spreadsheets, use formulae, use formatting tools and create and edit graphs.
- Databases: edit an existing database, create queries – one and two criteria and use Report Wizard to display table data.
- E-security: - how to keep data safe. All units use Microsoft Office 2007 applications: Word, Excel and Access.

Duration

One evening per week for 18 weeks.

Assessment

Exams.

Progression

Progression onto ECDL Extra to further develop skills in using a range of software.

Computing HNC

HNC – Higher National Certificate

Course Code: A0174

Fees £750

Start Date: 27 September 2011

What is the training about?

It covers a range of skills and knowledge around current IT technologies related to the web and multimedia as well as giving a good grounding in computer architecture, systems analysis and databases.

Who should attend?

Employees wishing to study this course will be expected to have achieved five GCSEs at grade C or above including English (without this you will be asked to complete a Literacy test) and Maths. Normally 120 UCAS points from a minimum of one subject at A level (or equivalent).

Training outcomes

By the end of the training, employees will be aware of:

- database design concepts,
- systems analysis and design
- web development
- computer technology, Multimedia technologies/Programming.

Modules are updated each year to ensure that the latest IT developments are included. This list of modules may therefore vary.

Duration

Two evenings per week for 34 weeks.

Assessment

Assessment is through a combination of examinations and continuous assessment.

Progression

A third year of part time study can lead to the Higher National Diploma in Computing. This training is franchised by De Montfort University.



VB.Net Beginners

Course Code: A4389

Fees £190

Start Date: 13 September 2011

What is the training about?

It outlines how to create user-friendly applications using the VB.net programming environment and the extensive array of programming and design features within. Once enrolled on the training, employees will have access to download the VB.net environment under the College's membership of Microsoft's Academic Alliance.

Who should attend?

It is for those employees who already have some experience of programming but want to extend their knowledge by using the VB.net programming environment as a tool for developing Windows based applications. It is preferable that employees have some experience of creating and manipulating databases as well as some programming experience.

Training outcomes

By the end of the training, employees will be able to:

- create forms using standard user interface controls: textboxes, comboBoxes, radio buttons, listboxes, updowns
- the menus and dialogues
- use ADO.NET controls for introduction to databases
- simple 2D graphics, animation and multimedia
- use selection: IF...THEN...ELSE and CASE
- use loops for repetition, arrays, sets and random numbers
- use good programming styles.

Duration

One evening per week for 12 weeks.

Assessment

There is no formal assessment but it is expected that employees will successfully complete practical activities undertaken throughout the duration of the training.

Progression

Suggested further study routes are to the VB.net Intermediate part time course or the Higher National Certificate in Computing.

**"A very good College,
with many outstanding
features"**

Ofsted Inspection January 2011





VB.net – Intermediate level

Course Code: A7409 Fees £190
Start Date: 21 February 2012

What is the training about?

An exploration of the more advanced features of the VB.net programming environment using VB.Net 2010.

Who should attend?

This training is for those who already have some experience of programming but want to extend their knowledge by using the VB.net programming environment.

Training outcomes

By the end of the training, employees will be confident using the features of VB.net such as:

- extreme programming and use of case analysis using UML
- objects and classes
- database design using UML
- single table SELECT, INSERT, DELETE, UPDATE using Windows forms
- single table SELECT, INSERT, DELETE, UPDATE using web based forms
- multi-table SELECT, INSERT, DELETE and UPDATE
- graphics and animation in VB
- design patterns and sprites (Interfaces)
- simple games using sprites.

Duration

One evening per week for 12 weeks.

Assessment

There is no formal assessment but it is expected that employees will successfully complete practical activities undertaken throughout the duration of the training.

Progression

Studying at a higher level on the part time evening Higher National Certificate Computing course. These programming skills are also relevant to a range of programming/web development jobs.

“97% of employers said they would recommend Leicester College to others”

Employer Survey 2011

PC Maintenance

Course Code: A4387 Fees £260
Start Date: 13 September 2011

Course Code: A4388 Fees £260
Start Date: 15 September 2011

Course Code: A4793 Fees £260
Start Date: 21 February 2012

Course Code: A4794 Fees £260
Start Date: 23 February 2012

What is the training about?

It aims to give employees the confidence to open up a computer and add or replace parts, to troubleshoot basic problems and to install and configure an operating system.

Who should attend?

employees who ideally have some experience of installing software and hardware and have a PC available to practise on.

Training outcomes

By the end of the training, employees should be able to:

- recognise the various parts of a computer
- sort out the different cables and the correct way to connect them
- add more memory
- replace the CPU
- install Windows 2000/Windows XP
- install motherboard drivers
- add another hard drive (IDE), partition and format
- add a SCSI device, sound cards, and modems,
- set up users
- customise screen displays, keyboards and mouse
- set up a printer
- change the boot order, enabling/disabling settings
- share files, IP addresses.

Duration

One evening per week for 12 weeks.

Assessment

There is no formal assessment but it is expected that employees will successfully complete practical activities undertaken throughout the duration of the training.

Progression

This course can lead on to the A+ Technicians course. This is a good starting point for those wishing to begin a career within an IT Support department.



Web Design using Dreamweaver (CS4)

Course Code: A4386 Fees £230
Start Date: 13 September 2011

Course Code: A4792 Fees £230
Start Date: 21 February 2012

What is the training about?

It is for those new to web page authoring or to CS4 who wish to explore the basic features of the software and gain understanding and practical knowledge of web page design.

Who should attend?

For employees wishing to attend, familiarity with using a PC is necessary. Ideally they should already be confident about using Windows, folders and file management etc.

Training outcomes

By the end of the training employees will be familiar with:

- getting Started with CS4
- understanding the Internet and HTML
- exploring the CS4 environment
- working with documents
- working with images
- inserting an image in a document
- adding background images
- creating animations for use within CS4 using Flash
- creating, enhancing and connecting to web pages
- creating and enhancing documents
- linking pages
- linking to websites and email addresses
- formatting documents
- checking spelling
- importing text
- working with, formatting and adding tables
- re-sizing cells and tables
- designing and creating sites
- working with the site panel and site maps
- uploading sites
- remote and local views
- testing servers.

Duration

One evening per week for 12 weeks.

Assessment

No formal assessment, but there will be plenty of opportunity to create functioning web pages.

Progression

There are further web design courses available at Leicester College that use the Apple Macintosh computers and Dreamweaver, Photoshop and Illustrator software.

