



# CLAREMONT HIGH SCHOOL FOUNDATION

A Specialist College for Performing Arts  
Maths and Computing and Applied Learning

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HEADTEACHER F.T Molloy



## Maths and Computing Community course: Certificate for IT Users Clait Level 1

Next term will see an exciting new development taking place within the school. Claremont High plans to offer the OCR Clait Level 1 IT course for members of the local community.

The course will cover the following units:

1. File management and Word
2. Creating spreadsheets and graphs in Excel
3. Create an e-presentation in PowerPoint

The cost of the course will be £150; this fee will include all exam fees.

The course will start on the 19<sup>th</sup> of April and will run for 10 weeks. Lessons will be on a Monday for 3 hours with lesson times at 9.30 to 12.30. The lessons will be in the school's Computing Specialism room. The course will be taught by a specialist college lecturer who has successfully taught this course many times.

A minimum course requirement is prior use of Word, PowerPoint and Excel.

If you are interested in receiving further details or booking a place on the course then please contact me on 0844 8500 093 by March the 31st. Alternatively you contact me via email on [adam.skordi@Claremont-High.org.uk](mailto:adam.skordi@Claremont-High.org.uk).

Adam Skordi

