

Functional Skills ICT Entry Levels

Qualification: Certificate, NOCN **Subject Area:** IT **Level:** 1 **Duration:** 10 Weeks **Attendance details:** Part Time **Award to be received:** Functional Skills Certificate **Regulatory Body:** NOCN

Course Information

Who is this course for?

Absolute beginners in computing and anyone over 19 looking to improve their IT skills and gain a recognised ICT qualification.

What do you need to apply for the course?

If you wish to undertake the course you should be aged 19 or over.

What are the key things you'll learn?

- Create, edit and format word processing documents
- Create basic spreadsheets using formulas and function
- Know how to safely use emails and internet
- Know how to use search engines
- Organise work using file management

How will you learn?

Attendance is once a week for 10 weeks. You will work through a series of tasks and activities designed to reinforce the learning process and demonstrate your knowledge. Assessment methods include portfolio building and assessment activities.

Where could this course take you?

After successfully completing the course you will be able to further your own continuous development, which may improve your career prospects or enable you

to progress to further training in ICT.

What costs will you incur?

The course is free and all materials are provided.