

# ICT

## Functional Skills ICT Entry 1 and Entry 2



### Qualifications

City and Guilds Functional Skills ICT Entry level 1 and Entry level 2

### Course Information

**Entry** Level 1 and 2 is suitable for **complete beginners** who have no or very little ICT knowledge.

This course gives you the opportunity to start embedding the skills required to learn how to create a document using Microsoft Word, access Job agency sites, UC account and other online services you may need to use.

The overall aim of this course is to help you overcome your computer fears and increase your confidence in everyday use of computers, the internet and mobile phones. This is an excellent total beginner's course with lots of emphasis on practice, support and encouragement without the stress of completing a portfolio, but still achieve 2 x Functional Skills qualifications.

The course includes the following 3 modules:

### Using ICT

Recognise and use computer features to minimise the physical stress of:  
Seating, lighting and safety - Keep your information secure by using passwords to log into your phone, emails and job sites. Learn how to log in and out safely when using public WIFI.

### Finding and selecting information

Text Messages – Email - On-screen information

This unit will help you with understanding how to receive information by text or email– how to access the internet if your phone has this facility – discuss how social media sites can assist in job searching and look at online examples. Discuss the benefit of using different apps. Research jobs sites and identify how they differ.

## **Developing, presenting and communicating information**

Make small changes to Word documents, learn proof reading tips to check spelling and layout. Receive and open emails, reply, attach a document, and follow instructions to log out of emails safely especially when using public WIFI.

## **Other Information**

**Additional to the above we offer support with clients setting up their phones, installing relevant apps, exploring WIFI and any advice they need to help with their laptops, tablets etc**

All students will have access to our **Job Brokering service and SAPCO Support**. Pastoral support is offered to students with personal issues to help overcome barriers which would otherwise impede their ability to learn.

Opportunities to progress on higher ICT levels as well as English, Maths and Employability which all assist with finding employment in today's market.

Our classes are tutor led within a traditional classroom setting allowing us to support students closely throughout their course.

Job advisors are more than welcome to pop in and chat to their clients whilst they are on the course to see what they have learnt and if they would like to progress onto other ICT courses.

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**Start Date:** Ongoing throughout the year

**Days/Times:** Monday to Friday, **9.30 - 2.30 for 2 x weeks**

**Location:** East Kent College, 2<sup>nd</sup> Floor, Mill Lane Margate, Kent

**To find out more or to book please call us on 01843 230876.**

**Email:** [marie.fowles@eastkent.ac.uk](mailto:marie.fowles@eastkent.ac.uk) ICT Lecturer

*All potential learners are called by the ICT Lecturer to establish their ICT level to ensure they are allocated the correct course*

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