

Course Title: Beginners Functional Skills ICT



Certificated Qualification: Awarding Body – City and Guilds

COURSE INFORMATION

Start Date: Rolling Programme **Length:** 8 weeks **Currently available at 2 venues**

Westcliff House, Folkestone, CT20 1SZ
Tuesday, Wednesday & Thursday 9.30 to 12.30
Tuesday & Wednesday 1.30 to 4.30

Canterbury College, New Dover Road, CT1 3AJ
Friday 10am to 12.30 & 1.30 to 4pm

Call: 01304 244398

The qualifications will help you overcome your computer fears and increase your confidence in using computers, the internet, and a mobile phone for everyday use. It will also help you in your search for employment. There are 4 units in this qualification, and it has been designed to assist the complete beginner and also students that want to improve their computer skills with, easy step, progression from an Entry Level to a Level 1 qualification.

Topics covered:

1. Interact with and use ICT system to meet given needs
2. Store information
3. Follow safety and security practices
4. Use simple searches to find information
5. Select relevant information that matches requirements of given task
6. Enter and develop different types of information to meet given needs
7. Bring together different types of information for a given purpose
8. Use ICT-based communication