

# ICT

## Level 1



### Qualification

Gateway Level 1 Certificate in Progression

### Course Information

With technology becoming ever more prominent in both work and personal life it is more important than ever that candidates have the ICT skills that employers are looking for. This course concentrates on developing Microsoft software programs.

**This course is suitable for those students who have successfully completed our ICT course at Entry Level 3, giving them the opportunity to continue and expand their knowledge up to Level 1. Students who already have an Entry Level 3 qualification in ICT or are generally more proficient will also be considered.**

The course includes the following modules: 7 Units

**Core units** – must be achieved to gain the full qualification

**Working in a Team** – Understand the benefits of team-working, the characteristics of effective team-working and attitudes and behaviours that support effective team-working along with using software programs to build on current ICT skills.

**Living in the Community** – helps identify what facilities and services are available in the local community, recognise what their own needs are and the positive effect the services can have on their wellbeing. This unit is completed as a team task and software programs are used to produce the evidence.

### **Software Units**

**Digital Skills for Work** – Will equip learners with the digital skills that are useful to them in a work context, including handling information, creating and editing digital content, communicating using digital devices. Work safely and responsibly online.

**Word Processing** - This unit is designed to build competencies in Microsoft Word. It will give you the opportunity to enter, edit and format a variety of complex documents accurately, create folders, subfolders, cut and move

documents to different locations. Improve proof reading skills and general computer organisation.

**Creating Spreadsheets and Graphs** - This unit is designed to build competencies in using Microsoft Excel. Using spreadsheets and graphs to enter, edit and present numerical data using formulae. Produce and format a variety of charts and graphs from existing data.

**Presentation Software** – This unit will develop learners' skills to enable them to create presentations for different purposes such as education, professional, entertainment and information sharing to a selection of audiences like potential employers, public, and peers.

**Desktop Publisher** – This unit will develop skills to create and design publications. Combine text and media, manipulate content to enhance publication to meet the needs of the audience.

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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.

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

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**Start Date:** Ongoing throughout the year

**Days/Times:** Monday to Friday, 9.30 – 2.30 – 5 x weeks

**Location:** 2nd Floor, Mill Lane House, Mill Lane, Margate, CT9 1LB

**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*