

# Are you new to computing & computers?

## This is the course for you!

# Entry Level Award in Using ICT

**Build your confidence using computers  
including access to the internet and email**

This course will help you develop your practical skills in using common software applications for a purpose e.g. internet surfing. You will learn how to operate ICT equipment safely while developing your own confidence with computers.

You do not need to be working, volunteering or on practical placement as this is a knowledge only qualification.

The assessment is based on a portfolio produced throughout the course for three units:

- Displaying Information using ICT - Using MicrosoftWord to create & edit documents
- Communicating Information Using ICT - Using Email, Email Attachments & Internet
- Producing Charts Using ICT - Introduction to Microsoft Excel

The course will run for 8 weeks, one session per week.

**To apply contact the College, or  
pop in and see us at Reception**

**Fully  
Funded  
Places  
Available\***



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01274 308 707

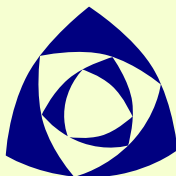
[www.forster.ac.uk](http://www.forster.ac.uk)

[info@forster.ac.uk](mailto:info@forster.ac.uk)



@ForsterCC

2 Captain Street, Bradford, BDI 4EL



**Forster**  
Community College

Inspiring Learning and Supporting  
Communities to Prosper

\*Subject to SFA funding rules