

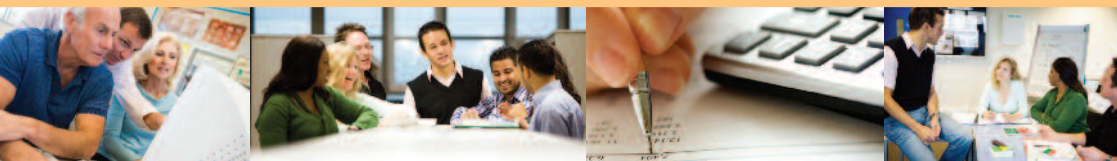


**Build your confidence using
computers in the workplace or
at home**

Level 1 Award in Using ICT

**improve your computing skills and
employment opportunities in one
simple course**

**To apply call us on 01274 308 707
For course start dates visit www.forster.ac.uk**





Level 1 Award in Using ICT (ITQ)

Course description:

This Level 1 Award is an up to date ICT qualification for people wanting to improve their computing skills and employability chances. The areas covered on this qualification are relevant to most work areas and incorporate units in Microsoft Office Word, Excel & PowerPoint. All of which are used widely in the modern day workplace. To complete the course, learners must create a portfolio of work from classroom based scenarios in the following units:

Unit 77: Word Processing Software

Unit 58: Presentation Software

Unit 69: Spreadsheet Software

Who should attend?

This qualification is aimed at learners wanting to develop pre-existing ICT skills. It is recommended that learners have already completed the Entry Level Award in Using ICT or ICT for Jobseekers. However individuals without this qualification may still be able to enrol after an interview with the course Tutor to assess your current level of ICT.

Course Length:

6 months, one session a week

What next?

After successfully completing the Level 1 Award in using ICT why not progress to the Level 2 Certificate.



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* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.

