

Skills for Life:– ICT Skills for Life Starter Pack



Is this course for me?

The aim of the course is to enable learners that are new to computing, to become confident with computer technology. It is an OCR (Oxford, Cambridge and RSA) award at Entry Level 3.

What will I learn?

The programme content consists of 3 units which are Word Processing, Internet and E-mail.

Unit 3a – Displaying information using ICT

Keyboarding & Word Processing
Familiarisation of keyboard for alpha/numeric and symbol keys
Health and Safety using PCs
Open Software applications
Create a new document, enter data and check for accuracy
Save a document
Insert and position images
Retrieve and edit documents
Align and format text

Unit 3b – Using ICT to find information

Access Internet and other appropriate ICT
Information sources
Search and find specific information
Use removable media

Unit 3c – Communicating Information using ICT

Access e-mail application
Create and send an e-mail
Receive and read an e-mail
Reply to an e-mail
Delete an e-mail

What does the course involve?

This is a flexible part time course which lasts 15 weeks from the enrolment date. There are a total of 30 guided learning hours. We ask you to do a minimum of 2 hours per week, the time and day is to be agreed with the tutor. This is not a tutor led course but support is given when required.

What qualifications or skills will I need to get on the course?

You will have a discussion with the IT skills base co-ordinator in order to assess whether this course is for you.

What options will be open to me if I successfully complete the course?

An OCR award is given to each learner who completes all three units. However a certificate can also be ordered for single units achieved. You could progress onto the ITQ qualification (equivalent to NVQ) in the IT centre at our Stevenage campus.

How much will I have to pay?

The course is £35.00

Who can I contact for more information?

Please call Lisa Babb on 01462 443019 in the Skills Base for Stevenage or Maureen Nixon on 01462 424242 ext 4419 in the Skills Base for Hitchin.

What will happen next?

You will be invited to attend an informal discussion in order to assess your current computer skills.