

Basic ICT Skills - Entry 3

Login to computers: knowledge about using ICT, finding and selecting information and developing, presenting and communicating information

Key information

Level	Entry 3 Edexcel
Delivery	<ul style="list-style-type: none"> • Harrow on the Hill Campus, Lowlands Road, Harrow HA1 3AQ • Hayes Campus, College Way, Hayes, UB3 3BB
Duration	9 days (Mon – Fri)
Timings	9.30am - 3.00pm
Cost	Free, subject to meet entry requirements
Entry requirements	<p>HCUC Apprenticeships and Skills has to give priority to applicants who are in receipt of the four main benefits: Job Seekers Allowance, Employment Support Allowance, Universal Credit, Income Support. Training is free for people with Right to Work in the UK, proof of ID, learners or their spouses must have been a resident in UK/EU for the last 3 years. To be eligible whilst working, those living inside the Greater London Area need to earn less than £21,547.50</p> <p>To access this course you will need:</p> <ul style="list-style-type: none"> • Good general communication skills in English • English literacy proficiency at Entry Level 3 or above
Who is it for?	Individuals who are looking to improve their basic IT skills
Qualifications	Basic ICT Skills - Entry 3

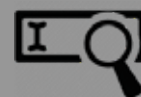
This FREE training will help you to:



Learn the basics of using a computer; including programs, saving and general operation



Understand how to create passwords and stay safe when using a PC



Improve your abilities to search for information online



Be confident in applying for jobs

What you can do after completing the course?

- Progress to a Level 1 ICT course
- Pick up another training course with HCUC to further develop your skills
- Get into part-time / full-time employment
- Start an Apprenticeship

Find out more

- 📞 01895 853653 / 07956 358630
- ✉ gstrachan@hcuc.ac.uk
- 🌐 <https://apprenticeships.hcuc.ac.uk/jobseekers/>
- 🐦 @HCUCSkills



Apprenticeships & Skills
Harrow College & Uxbridge College

Course content

Functional Skills in ICT - Skills Covered Summary

- Login to computers - knowledge about using ICT, finding and selecting information and developing, presenting and communicating information
- Each learner will be assessed in all 8 modules taken through a 2-hour assessment as evidence for the awarding body

Using ICT

- Start and shut down an ICT system
- Use input and output devices
- Use software applications to solve problems
- Store information
- Open & save files
- Insert and remove media
- Follow safety and security practices
- Use and change passwords
- Minimise physical stress

Finding and Selecting information

- Use simple searches to find information
- Search stored information
- Search web-based sources of information

Developing, presenting and communicating information

- Enter and develop different types of information to meet given needs
- Enter, edit and format information, including texts, graphics, numbers ,or other digital content, to achieve the required outcome
- Insert and position graphics or other digital content to achieve a purpose
- Bring together different types of information for printing and viewing on-screen
- Check for accuracy and meaning
- Use ICT - based communication
- Read, send and receive electronic messages
- Use contacts
- Understand how to stay safe online