

Course Information

Code: **FSIT5**
 Title: **Functional Skills ICT**
 Tutor: **Sarah Phipps**
 Day: **Wednesday**
 Time: **12:30 – 15:00**
 Dates: **08/09/2021 – 17/11/2021**
 No of Sessions: **9 plus exam**
 Venue: **Oakham Enterprise Park**
 Cost: **£150** - fee remission may be available depending on circumstances.



Who is it for?

For those who already have basic skills in ICT, but would like to take it to the next level and gain **certification** in using applications such as Word, Excel, Outlook and PowerPoint and the internet.

All applicants will take a pre-course initial assessment to check that their skills are sufficient to achieve the aims of this course. If not, we may recommend that you improve your skills before starting. We also offer courses that can fill these skills gaps. These will be discussed with you depending on the result of your assessment.

The course is delivered in a workshop setting; learners will self-study through the resources and support is on hand from an experienced tutor. Mini-tutorials take place throughout the workshops.

What will I learn?

Level 1

- Use ICT to plan and organise work
- Select and use software applications to meet needs and solve straightforward problems
- Select and use interface features effectively to meet needs
- Adjust system settings as appropriate to individual needs
- Work with files, folders and other media to access, organise, store, label and retrieve information
- Demonstrate how to create, use and maintain secure passwords
- Demonstrate how to minimise the risk of computer viruses
- Search engines, queries
- Recognise and take account of currency, relevance, bias and copyright when selecting and using information
- Apply editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numbers, charts, graphs or other digital content
- Process numerical data
- Display numerical data in a graphical format
- Use field names and data types to organise information
- Enter, search, sort and edit records
- Read, send and receive electronic messages with attachments
- Demonstrate understanding of the need to stay safe and to respect others when using ICT-based communication
- Prepare for print and for viewing on screen
- Check for accuracy and meaning

Course Information

Level 2

- Use ICT to plan and analyse complex or multi-step tasks and activities and to make
- decisions about suitable approaches
- Select and use software applications to meet needs and solve complex problems
- Select and use a range of interface features and system facilities effectively to meet needs
- Select and adjust system settings as appropriate to individual needs
- Respond to ICT problems and take appropriate action
- Understand the danger of computer viruses and how to minimise risk
- Manage files, folders and other media storage to enable efficient information retrieval
- Search engines, queries and AND/NOT/OR, >, <, >=, <=, contains, begins with, use of wild cards
- Recognise and take account of copyright and other constraints on the use of information
- Evaluate fitness for purpose of information
- Apply a range of editing, formatting and layout techniques to meet needs, including text, tables, graphics, records, numerical data, charts, graphs or other digital content
- Process and analyse numerical data
- Display numerical data in appropriate graphical format
- Use appropriate field names and data types to organise information
- Analyse and draw conclusions from a data set by searching, sorting and editing records
- Organise electronic messages, attachments and contacts
- Use collaborative tools appropriately
- Understand the need to stay safe and to respect others when using ICT-based communication
- Organise and integrate information of different types to achieve a purpose, using accepted layouts and conventions as appropriate
- Work accurately and check accuracy, using software facilities where appropriate
- Checking at each stage of a task and at the task's completion

What should I bring?

A notebook and pen.

A commitment to attend all sessions and a willingness to complete work at home.

What could I do after this?

Rutland Adult Learning offer up to Level 2 in Functional Skills ICT, but you may wish to investigate other provision. You can discuss any further needs with your tutor or ask for a meeting with our Advisor.

Course Information

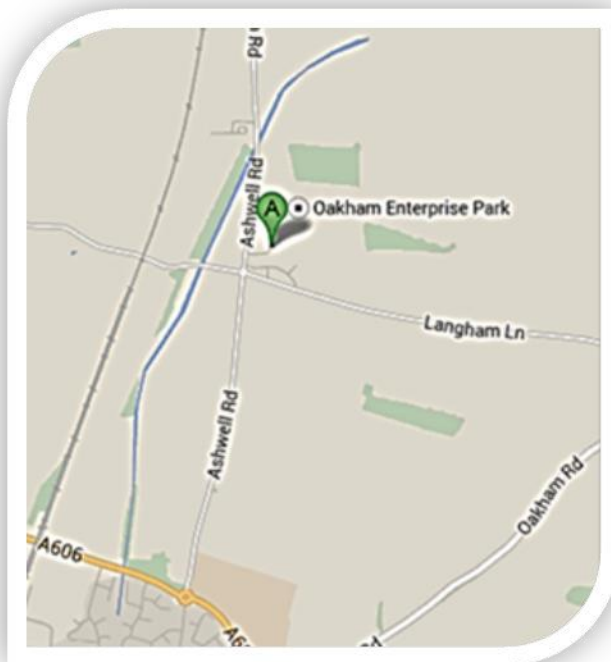
Directions and Map:

From the Oakham Bypass, turn onto the Ashwell Road. After about a mile cross the mini-roundabout and immediately prepare to turn right into Gate 2. The car park is straight on.

Adult Learning Hub,
 Unit 16A, Gate 2
 Oakham Enterprise Park,
 Ashwell Road,
 Oakham,
 Rutland,
 LE15 7TU

Tel: 01572 758122

E: adultlearning@rutland.gov.uk



R1A Route Buses run from Oakham, John Street Bus Station, at intervals throughout the day. The bus stop is just outside the entrance to the complex. For example:

John St	08:45	OEP	08:54
OEP	12:45	John St	12:54
John St	12:45	OEP	12:54
OEP	16:01	John St	16:11