Course Information Sheet

Course Title and level: F/S ICT Levels 1 & 2	Number of Weeks: 22+ (Roll on / off)
	Number of hours per week: 2

Who is this course for? To help aged 19+ learners acquire the skills that are outlined in the Edexcel specification for Functional Skills ICT - Levels 1 & 2 in a **safe** learning environment, embedding the **9 Protected Characteristics** where appropriate and employing **sustainable** practices.

What will I learn? (Course aim and Learning Outcomes)

The course mainly uses MS Word, MS Excel, MS PowerPoint and Internet & Email software and consists of 8 Modules:-

1. Making the most of your computer
2. Managing information
3. Finding and selecting information
4. Working with structured data
5. Working with numbers and charts
6. Working with text and images
7. Combining and presenting information
8. Using ICT to communicate

Examples of Topics covered (depending on Level 1 or Level 2 work) include:-

- Adjust system settings & Resolve straightforward problems
- Create and work with files and folders, Compress files into a folder
- Save information appropriately, Review own work and ways of working
- Work with different types of data, Formatting & Sorting in different ways
- Enter and format numeric data
- Perform calculations using data in two fields
- Produce print-outs to meet requirements
- Enter formulas using (+, -, *, /), Use SUM, AVERAGE, IF & LOOKUP functions
- Use Absolute Cell References & Apply Conditional Formatting
- Select and create appropriate charts and graphs, Labelling them to aid understanding
- Select and prepare text for publications
- Apply bullets and numbering to lists, Create a table in a text document
- Match types of publications to requirements
- Select and combine appropriate types of information
- Select page designs and layouts that are fit for purpose and audience
- Use a mark scheme to assess own and somebody else's work
- Select slide designs and layouts fit for purpose and audience

• Stay safe online	
What previous experience or qualifications will I need?	No essential skills required, but a basic grasp of Maths, English & I.T would be beneficial. An online diagnostic assessment should be completed before starting the course to assess current skill levels.
How will I know I have achieved?	Every learner will complete an Individual Learning Plan (ILP) which sets out their learning and personal goals. The tutor will at regular intervals check progress made towards these learning goals and record this in their ILP.
How will I be assessed?	Your tutor will plan assessment activities that will capture how you are progressing in the subject area. Upon reaching desired standard there is a 2 hour Edexcel examination with a pass rate of 36/50 or higher to achieve certification. (Please contact your tutor or 01942 489758 for assessment results)
Where can I go next?	Some Learners will develop knowledge, skills and understanding to progress onto F/S ICT Level 2 and / or other courses such as English, Maths or perhaps a Higher Level I.T. course at college
What do I need to bring?	PC's/Laptops, Printer, Relevant Software, Internet Access, Interactive Whiteboard, Handouts etc provided as support. Useful for learners to be open about skill level, expectations & specific objectives. Learners may wish to bring a notebook and pen to take further notes. A USB pendrive may also help with additional practise / homework.
What is the cost?	FREE
Will I need childcare?	This course will run term time only
Where is the course venue?	Wigan Life Centre BMH Training, Leigh (Both venues include access to drinks)
Who can I speak to for further information?	**Email: Adultlearning@wigan.gov.uk** **Telephone: 01942 489758** **https://www.wigan.gov.uk/Resident/Jobs-Careers/Adult-community-learning.aspx**
How and when do I enrol?	Enrol on the day. Contact the details above to arrange an assessment