

FREE

FLEXIBLE

FULFILLING

 Refresh your career or learn a new skill with one of our vibrant short courses!

Functional Skills ICT

Level 1 & 2 NCFE

The NCFE Functional Skills qualification in ICT at Level 1 & 2 is an ideal qualification for learners wishing to develop practical, transferable skills in ICT in order to work confidently, effectively and independently in life. They're suitable for a wide range of individuals and is fundamental to the successful completion of various wider qualifications and frameworks, such as apprenticeships.

Functional Skills ICT covers the following:

- using emails and folders
- finding information from the internet
- developing spreadsheet data on Excel
- developing a Word document or PowerPoint presentation
- answering questions on general ICT knowledge.

The skills your learners acquire can be applied to different problem solving scenarios present in everyday life and the workplace.

These courses are delivered fully online, with tutor support.

Interested? Let's talk!

 info@etacs.co.uk |  etacs.co.uk

ETA
EDUCATE | TRAIN | ACHIEVE