

FREE

FLEXIBLE

FULFILLING

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

Functional Skills ICT

Entry Level 1, 2 & 3 NCFE

Entry Level ICT Functional Skills are ideal 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 Foundation Learning.

Functional Skills ICT at Entry Level covers the following:

- checking ICT work area safety
- using emails, folders, and passwords
- developing spreadsheet data on Excel
- developing a Word document.

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