

Basic IT

Course Outline

Overview Basic IT

Are you interested in the world of Office Skills? It is an exciting one with lots of career opportunities available, with knowledge and skills in using Microsoft Office application in using Word, Excel, PowerPoint and Database, these courses are for you.

Level 1

You will learn...

- ▶ Communicating in a business environment
- ▶ Using office equipment
- ▶ Using a filing system
- ▶ Making and receiving telephone calls
- ▶ Using e-mail and more...

Upon completion...

You will have attained an accredited QCF qualification and the ability to apply the knowledge gained from the course to your work.

Level 2

You will learn...

- ▶ Principles of providing administrative services
- ▶ Understand working in a customer service environment
- ▶ Develop working relationships with colleagues and more...

Upon completion...

You should be able to work as a general administrator in an office environment. You'll also have the required skills to generate professional documents and files using Microsoft Office programs.

Level 3

You will learn...

- ▶ Principles of business communication and information
- ▶ Principles of administration
- ▶ Principles of business
- ▶ Principles of leadership and management and more...

Upon completion...

You should be able to work as a senior administrator in an office environment. You'll also have the required skills to generate advanced documents and files using Microsoft Office programs.

Functional Skills in ICT

Overview



Entry Level 1-3 | 3-6 weeks
Level 1-3 | 6-12 weeks



9:30-3:30
Hours



1 -2 days
Day-per-week



Classroom
Environment

Duration

What you will need to get started...

- ▶ Aged 19 and above
- ▶ Legal right to live and work in the UK*
- ▶ You must have completed Initial Assessment and IAG with us
- ▶ Assessment Interview

Qualifications you will receive upon completion...

- ▶ Functional Skills in ICT (Entry Level 1-3)

What you will study...

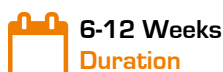
- ▶ Identify different parts of a computer, switch a computer on/off and use the keyboard and mouse. You will also learn how to use software applications for a purpose.
- ▶ Use a computer safely to minimise physical stress and understand how to keep information secure and how to protect yourself online
- ▶ Use the Internet to search for information, send and receive emails and searching for jobs online. You will also learn how to create professional emails and send with attachments.
- ▶ Create and edit basic to advance documents, such as CV and posters
- ▶ Check your work and Print
- ▶ Input data on different database systems such as Excel and Access. You will also learn how to create basic to advance formulas as well as charts

Progression

Achieving this qualification should increase candidates' confidence and motivation, and the skills they gain will be valuable in the workplace or in any further learning.

Level 1 & 2 IT User Skills

Overview



6-12 Weeks
Duration



9.30-3.30
Hours



1-2 Days
Day-per-week



Classroom
Environment

What you will need to get started...

- ▶ Aged 19 and above
- ▶ You must have completed Initial Assessment and IAG with us
- ▶ You must have Functional Skills English at Entry 3, or Level 1
- ▶ Assessment Interview
- ▶ Currently seeking employment and looking for strong new skills to take to the workplace

Qualifications you will receive upon completion...

- ▶ BCS ECDL – IT User Skills Level 1/2

What you will study...

- ▶ **Improving Productivity** – Plan and use appropriate IT software for tasks set. Complete straight forward tasks with IT and check that tasks have been completed properly.
- ▶ **Word Processing** (Microsoft Word) – Create, open and save documents e.g. write a letter. Work with different templates, enter and change the look of a text/paragraph, add pictures and tables. Review different layouts, spell check and print a document.
- ▶ **Spreadsheet** (Microsoft Excel) – Create, open and save worksheets. Enter and change the look of a text. Use calculations and formula/functions e.g. budgeting. Analyse data, create graphs/charts, spell check and a print a worksheet.
- ▶ **Presentations** (Microsoft PowerPoint) - Create, open and save presentation/slideshow. Enter and enhance the look of a text. Add pictures, videos and charts. Use slide animation and slide transitions, spell check, prepare and print a presentation.

Progression

Achieving these qualifications should increase your confidence and motivation, and gain the skills you need to be valuable in the workplace (or Apprenticeship) or in any further learning (e.g. ICT level 3 or a vocational qualification). This will also help you to search and apply for jobs online.

INFORMATION, ADVICE AND GUIDANCE (IAG)

IAG is confidential and impartial to ensure that all learners are offered the best support and the most suitable course. MI ComputSolutions is also committed to Equality, Diversity & Inclusion, Safeguarding, Health & Safety, and Data Protection policies.

FEES for 2018/2019 (please see chart & notes below): Category:	Type	Exam & Registration	Tuition	TOTAL
16-18 years olds (under 19 on 31 st August 2018)	A	Free	Free	Free
UK residents* - first Full level 3 aged 19-23	B	£335	Free	£335
UK residents* - aged 19+ if eligible for Advanced Learner Loan	C	£335	£2,547	£2,882
UK residents* No Funding available (Self-Funded)	D	£335	£2,547	£2,882

- Fees are non-refundable (unless MI ComputSolutions closes or changes the course)
- Payment in instalments may be negotiated with Course Advisors
- *Places may be subject to eligibility such as UK residency
- MI ComputSolutions reserves the right to close or change any courses
- Qualification awards are subject to successful completion of the course

Opening Times:

Monday – Friday 9:00am – 5:00pm

Contact Details

Bookings can be made by contacting the Course Information Centre: **020 7501 6450** and then extension **301** or **201**.

Web: www.micomputsolutions.co.uk

Email: training@micomputsolutions.co.uk

Department: Pre - Employment Team

You can also visit the Brixton Branch (Head office) or Deptford Branch, which are both open.

Main Office
MI Skills Development Centre
The Queen
47a Bellefields Road Brixton
SW9 9UH

Tel: 0207 501 6450 ext: 301

Deptford Office
MI Skills Development Centre
19 Wilshaw Street
London
SE14 6TN

Tel: 0208 694 5721 ext: 201

