

Certificate in IT User Skills

Course Overview

This course aims to develop your employee's knowledge, understanding and competence in a range of different IT areas. This course is ideal for those who work with IT within their current job role and for those who are familiar with using a computer and the Microsoft Office suite (Word, Excel and PowerPoint).

Business Benefits

- Staff can learn from their own home, in their own time
- Staff will achieve a nationally recognised level 2 qualification
- Staff will have access to award-winning learning and assessment materials

Course Duration

9 - 12 Weeks



success.



speed.



support.

What is the cost?

Due to the availability of government funding, this qualification is available at no cost. Funded places are limited so please book early to secure your place.

Learner Benefits

- Achieve a nationally recognised level 2 qualification
- Furthers personal and professional development
- No need to formally attend college
- Learn in your own time
- Access to sector-expert assessors throughout the course

Awarding Body

NCFE / CACHE / TQUK

Course Content

Unit 1: Using IT to increase productivity

Section 1: Be able to plan and select which IT tools and systems are best suited to completion of an identified task.

Section 2: Be able to identify any restrictions or constraints that may affect how a task can be completed using IT tools and systems.

Section 3: Be able to use IT tools and systems to complete an identified task.

Section 4: Be able to review approach to using IT tools and systems.

Section 5: Be able to adapt their approach as a result of their experiences using IT tools and systems to complete a task.

Unit 2: IT software fundamentals

Section 1: Select and use appropriate software applications to meet needs and solve problems.

Section 2: Enter, develop, combine and format different types of information to suit its meaning and purpose.

Section 3: Present information in ways that are fit for purpose and audience.

Section 4: Evaluate the selection and use of IT tools and facilities to present information.

Unit 3: IT security for users

Section 1: Use appropriate methods to minimise security risks to IT systems and data.

Unit 4: Presentation software

Section 1: Input and combine text and other information within presentation slides.

Section 2: Use presentation software tools to structure, edit and format slide sequences.

Section 3: Prepare slideshow for presentation.

Unit 5: Spreadsheet software

Section 1: Use a spreadsheet to enter, edit and organise numerical and other data.

Section 2: Select and use appropriate formulas and data analysis tools to meet requirements.

Section 3: Select and use tools and techniques to present and format spreadsheet information.
