

## **Information & Communications Technology (Part of the Foundation Learning Tier) IT Users Certificate (Start IT – iTQ) City & Guilds Entry 3 (vocational component of Foundation Learning Tier)**

### ***Course Details***

Do you want to gain IT or computing skills? Then the Start IT Certificate for IT Users may be the perfect course for you. The course will help you to develop many of the practical skills of ICT including the main MS Office 2007 applications such as:

- Word processing software.
- Presentation software.
- Spreadsheet software.
- Email and Internet .

To achieve the Start IT Entry Certificate for IT Users you must complete optional units to make up 11 credits and also a fifth mandatory unit; IT Fundamentals.

The course will develop your IT and computer skills and possibly act as a stepping stone to a higher level course.

This course also consists of three further qualifications:

- Edexcel Entry Level Certificate in WorkSkills.
- City and Guilds Functional Skills in Mathematics and English.

### ***A Course For***

Those who wish to gain or improve their ICT skills, English and Maths, alongside personal, social and work skills. The course is designed to equip the learner with IT and functional skills and to build personal and social skills and confidence.

### ***Assessment***

A combination of in-course assessment and externally set online tests.

### ***Learning Outcome***

The successful student will gain recognised qualifications, as follows:

- City and Guilds Entry Level Certificate for IT Users.
- Edexcel Entry Level BTEC Certificate in WorkSkills.
- City and Guilds Functional Skills in Mathematics and English.

### ***Progression after Programme***

You may progress to a Level 1 qualification in the same vocational area, eg City & Guilds Level 1 Certificate for IT Users.



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# Course Information

<b>FACTFILE</b>	
Attendance	Full Time
Duration	1 Year
Starting	September 2012
Location	Corporation Road
Course Tutor	Lynne Cassidy
Revision Date	June 2011

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