

Information & Communications Technology (Part of the Foundation Learning Tier) IT Users Certificate City & Guilds Level 1 (vocational component of Foundation Learning Tier)

Course Details

Do you want to improve your IT or computing skills? Then the Level One 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.
- Database software.

To achieve the Certificate in IT Users you must complete the 4 units above and also a fifth mandatory unit; Improving Productivity using IT.

The course could prepare you for a job in the ICT industry or act as a stepping stone to a higher level course.

This course also consists of three further qualifications:

- Edexcel Level 1 BTEC Certificate in WorkSkills.
- City and Guilds Functional Skills in Mathematics and English.

A Course For

Those who wish to develop their ICT skills, English and Maths, alongside personal, social and work skills. The course is designed to equip the learner with the skills to obtain employment and 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 Level One Certificate for IT Users.
- Edexcel Level 1 BTEC Certificate in WorkSkills.
- City and Guilds Functional Skills in Mathematics and English.

Progression after Programme

You may progress to a Level 2 qualification in the same vocational area, eg City & Guilds IT Users.

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