

Slough *Lifelong* Learning

Raising learners' aspirations and achievements

IT User Skills ITQ 2009 Level 1 Award/Certificate (Replaces CLAIT)

Venue

Slough & Eton Adult Learning Centre

Sessions

10 Weeks (2 days per-week)



Course Aim

To enable learners to develop and enhance their existing IT knowledge and skills of various Microsoft applications and Electronic Documentation in order to achieve a nationally recognised OCR ITQ qualification.

Planned Outcomes

The learners will achieve knowledge and skills in the following units:

- ✓ Unit 77 word processing software (3 credits)
- ✓ Unit 69 spreadsheet software (3 credits)
- ✓ Units 33 & 39 using the internet & email (5 credits)
- ✓ Unit 01 improving productivity using IT (3 credits) – Mandatory unit to be completed for Certificate.

More ITQ unit options will be available in the near future to work towards Level 1 Diploma or Level 2 Award/Certificate

Additional information

- Diagnostic assessment is required
- Learners must have prior knowledge of using a computer including good keyboard skills
- Learners must have good English language skills.

What qualification will I gain from completing this course?

- Learners will undertake the formal OCR exams at the completion of each Unit (module) in order to gain either Award or Certificate qualification. Further credits can also be gained

Where do I go next after this course?

- Tutor consultation
- Call our Information, Advice and Guidance advisors on (01753) 476605.

To book a place on this course call (01753) 486047 or (01753) 476611

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