Level 2 Certificate

IT USER SKILLS

This free course aims to develop 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).

COURSE UNITS INCLUDE

- **Using IT to increase productivity**
- **IT software fundamentals**
- **IT security for users**
- **Presentation software**
- **Spreadsheet software**

FREE TABLET
on completion to assist with job search

Eligibility Criteria

LEARNERS NEED A LAPTOP OR COMPUTER TO ACCESS THIS COURSE

This course is delivered remotely.

Learners must be 19+ and be able to commit fully to the course.

Learners must have access to relevant identification to register to the course.

An online initial assessment is required to be completed prior to the course starting.

Learners Maths & English working level must be at least entry level 3.

Must not have completed these qualifications previously at degree standard or possess the same qualifications higher than level 1.

Available in GLA area only.

TO BOOK OR TO REFER FOR THIS COURSE PLEASE CONTACT:

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