

CERTIFICATE IN INFORMATION TECHNOLOGY USERS SKILLS, LEVEL 1 & 2

OVERVIEW

This qualification gives you a good grounding in the essential IT skills of websites, spreadsheets and word processing. The skills you gain can be used in any field of study, employment or enhance your current job role.

The aims of the qualification are to enable learners:

To gain knowledge, understanding and specific IT skills

To build experience and confidence using basic IT packages, including the Microsoft Office suite

ENTRY REQUIREMENTS

There are no formal entry requirements for the level 1 qualification. Learners who wish to study at level 2 will require a level 1 qualification in IT, or relevant work experience.

This will be discussed with your course tutor.

ASSESSMENT

All units are internally assessed using a portfolio of evidence that you will build during the programme of study.

PROFESSIONAL OPPORTUNITIES

Successful learners can progress into various higher levels of study within the college. Full advice and guidance will be offered to learners.

DATES & FEES

Reduced fees may be applicable depending upon your personal circumstances, please contact us for details

www.stc.ac.uk

Start 3/10/2018
End 26/6/2019

16-18 Year Old: Free

19+ Tutition Fee £60.00

Start 3/10/2018

End 29/6/2019

16-18 Year Old: Free

19+ Tutition Fee £95.00

*Fee for non-UK residents

Whilst we make every effort to ensure that all information relating to courses and fees is correct on the website it is always advisable to call our Student Services team to check the current situation with regards to fees and funding.