

IT User Skills (ITQ) Award Level 1

Subject Area: ICT **Level:** 1 **Attendance details:** Short Course **Location:** Bede

Course Information

Who is this course for?

Anyone who has basic computer skills, or have completed the Computing Beginners course (using Microsoft Office 2013) and want the skills and confidence to be able to achieve an ICT Level 1 qualification using Word, PowerPoint & Excel spreadsheets.

What do you need to apply for the course?

Although no formal qualifications are required for this course, it is expected that you have either completed a Computing Beginners course or have some experience of using Microsoft Office. You may be asked to attend one of our advice and guidance or enrolment sessions to make sure that this course is suitable for you.

What are the key things you'll learn?

You will learn to use Word Processing, PowerPoint and Excel (in Office 2013).

How will you learn?

Weekly. Classroom taught sessions, 3 hours per week.

Where could this course take you?

You may be able to progress onto Level 2 ITQ in ICT or other appropriate ICT qualifications.