



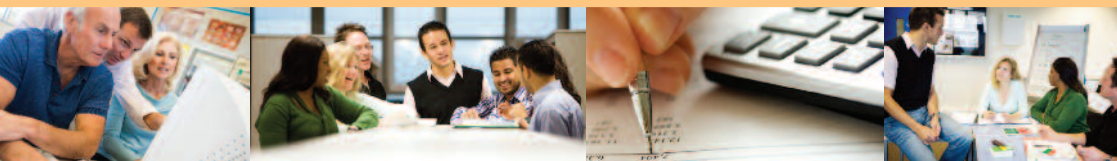
**Know the basics, but wanting to
move on & improve your skills
in ICT?**

This is the course for you!

Level 2 Certificate in Using ICT

**Learn how to use computers for real life tasks to
help you build your employability and make use of
web based services**

**To apply call us on 01274 308 707
For course start dates visit www.forster.ac.uk**





Level 2 Certificate in Using ICT (ITQ)

Course description:

This qualification builds upon the skills and knowledge learnt in Level 1 ITQ, enabling learners to be able to complete a wider range of complex tasks within ICT. To complete the course learners must create a portfolio of evidence from class room based scenarios and real life examples of work e.g. creating and editing a CV or covering letter. Units covered on this course are:

Unit 2: Improving Productivity using IT
Unit 78: Word Processing Software
Unit 71: Spreadsheet Software
Unit 59: Presentation Software

Who should attend?

Ideally learners should have completed the level 1 Award in Using ICT (ITQ) or equivalent and have a Level 2 in Adult Literacy (GCSE English A-C).

Course Length:

1 Year, one 3 hour session a week



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* Selected courses only. Subject to funding rules & personal circumstances. Please contact the College for more information.

