

IT USER SKILLS, LEVEL 1 CERTIFICATE

Overview

The Level 1 ITQ Certificate consists of five modules.:

- IT User Fundamentals (3 Credits)
- Using Email (2 Credits)
- Using the Internet (3 Credits)
- Word processing (3 Credits)
- Improving Productivity Using IT (3 Credits)

The course is designed to cover the key concepts of computing, its practical applications and their use in the workplace and society in general.

Benefits of the Course:

- Raises your level of competency in IT and computing skills
- Improves your productivity at home and work
- Provides you with a worldwide recognised qualification

What will I learn?

The course will cover:

Internet:

How to search and stay safe when using the Internet. Completing online forms, downloading and copying images & text from the internet.

Email:

Send & receive emails. Create an address book for contacts. Manage your email account & keep it tidy. Block unwanted email messages & stay safe.

Word Processing:

Creating documents using Word Processing software such as letters, forms, and menus. Aligning & formatting text, inserting & working with images & creating diagrams. Proof reading & spell checking documents.

IT User Fundamentals:

Learning the basics - saving work, file management, staying safe. Identifying hardware & software.

Improving Productivity Using IT:

Recognising the best ways to carry out IT tasks improving your productivity.

How will I be assessed?

Assessment will take place throughout the duration of your course. You will gather evidence in a portfolio; this is done during lessons. Your tutor will observe you carrying out tasks. There is NO EXAM to sit to achieve your award.

Career Opportunities

Developing your IT skills during this course will be beneficial to many career paths.

Entry requirements

This qualification is ideal for novice computer users wishing to prove and improve their computing skills. It has been designed for those who wish to gain a basic qualification in computing, to help them with their current job, develop their IT skills or enhance their career prospects.

Familiarity with Windows and the use of a mouse is essential, and candidates should have a level 1 qualification in English and Maths.

Fees

Adult fees

£249.00

Please note: If you are an adult student you may be entitled to financial support to cover the cost of your course, dependent on your circumstances. Please contact Student Services on enquiries@kendal.ac.uk for details. [More about Student Finance. \(page_2118\)](#)

We will recruit without prejudice and aim to provide the best possible learning experience for all our learners. See our full policy at www.kendal.ac.uk/equality-diversity. Please note that whilst every effort is made to ensure that any course information provided is accurate, the College reserves the right to vary the time, location, direction and content of any class it provides and the associated fees.



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