

Head Teacher: Mr. Roger Matthews

## PO202 AWARD IN IT USER SKILLS (ITQ) LEVEL 1

<b>DAY AND TIME:</b>	Thursday 1 – 3 pm
<b>VENUE:</b>	Castle Street Centre
<b>TUTOR:</b>	Linda Turner
<b>DURATION:</b>	30 weeks
<b>COST:</b>	£130.00 plus Exam Fees
<b>COURSE COMMENCES:</b>	Autumn Term - 30 <sup>th</sup> September 2010



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This course is for learners with some knowledge of computers who wish to learn/improve their skills in one or more of the following:

- **Word Processing (Microsoft Word) - Mandatory**
- **Spreadsheets (Excel)**
- **Presentation Skills (Powerpoint)**
- **Desk Top Publishing (Publisher)**
- **Databases (Access)**

The ITQ qualification has replaced CLAIT and aims to provide a nationally recognised standard in IT. It is designed to meet your computer needs at home and in the workplace.

Learners can progress to ITQ Level 2 (formerly CLAIT Plus).

You will gain confidence through practical task assignments.

### ITQ AWARD

In order to achieve the **ITQ Award** you will need to pass **three modules** - **You can choose these modules from the five highlighted above.**

*Course fee of £30.00 payable on enrolment for those claiming a means tested benefit  
Refund Policy – we can only refund course fees due to serious illness or sudden move a £10 admin  
fee will be deducted*

The mandatory unit has been designed to accredit your skills in operating a typical computer. The additional units allow you to develop skills in a range of different computer programmes.

## **MANDATORY UNIT**

### **WORD PROCESSING SOFTWARE – including underpinning knowledge proforma**

1. Identify and use a computer workstation and appropriate system software
2. Use a computer's system software to create and manage files and folders
3. Identify and use word processing software to enter text, numbers and symbols
4. Format basic paragraph and document properties

## **OPTIONAL UNITS**

### **CREATING SPREADSHEETS AND GRAPHS**

1. Identify, input and amend data in spreadsheet software accurately
2. Insert and replicate formulae in spreadsheets
3. Produce pie charts, line graphs and bar/column charts from given data
4. Use common formatting and alignment techniques in spreadsheets and graphs/charts
5. Save and print spreadsheets and graph/chart

### **DATABASE MANIPULATION**

1. Enter data in an existing database and present and print data
2. Create simple queries/searches on one or two criteria and sort data
3. Produce appropriate pre-defined reports from databases

### **PRESENTATION SOFTWARE**

1. Input and combine text and other information within presentation slides
2. Use presentation software tools to structure, edit and format slides
3. Prepare slides for presentation.

### **DESKTOP PUBLISHING**

1. Select and use appropriate designs and page layouts for publications
2. Input and combine text and other information within publications
3. Use desktop publishing software techniques to edit and format publications

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