

PO204 - AWARD IN IT USER SKILLS (ITQ – LEVEL 2)

DAY AND TIME: Thursday 6.30 pm – 9.30 pm

VENUE: Portchester Community School

TUTOR: Tba

DURATION: 30 weeks

COST: £150.00 plus Examination Fees

COURSE COMMENCES: Autumn Term - 30th September 2010



* * * * *

This course is for learners with some knowledge of the Microsoft Office software package who wish to improve their skills in one or more of the following:

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

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

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*

GOALS

By the end of the programme you will be able to use a computer to manage a range of business documents:

- Create and print mail-merge documents
- Use spreadsheet software to manipulate numbers and produce graphs
- Set up a database, search for data using complex criteria and produce a variety of reports
- Perform Desk Top Publishing tasks and create several presentations

You will be able to work at your own pace, achieving the number of units you wish in the time allotted.

*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*