



IT User Skills Certificate Level 2 - C109

A worldwide examination of data collected between 2011 and 2015 found that 26% of adults studied were unable to use a computer, with a further 29% proficient only in the most basic and familiar of tasks. With a large percentage of job roles requiring competent use and knowledge of information technology, it is more crucial than ever that people improve their computer skills if necessary, both for their own personal and professional advancement and for business purposes.

COURSE DETAILS

Unit 1: Using IT to increase productivity

Section 1: Be able to plan and select which IT tools and systems are best suited to completion of an identified task
Section 2: Be able to identify any restrictions or constraints that may affect how a task can be completed using IT tools and systems
Section 3: Be able to use IT tools and systems to complete an identified task
Section 4: Be able to review approach to using IT tools and systems
Section 5: Be able to adapt their approach as a result of their experiences using IT tools and systems to complete a task.

Unit 2: IT software fundamentals

Section 1: Select and use appropriate software applications to meet needs and solve problems
Section 2: Enter, develop, combine and format different types of information to suit its meaning and purpose
Section 3: Present information in ways that are fit for purpose and audience
Section 4: Evaluate the selection and use of IT tools and facilities to present information.

Unit 3: IT security for users

Section 1: Use appropriate methods to minimise security risks to IT systems and data.

Unit 4: Presentation software

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

Unit 5: Spreadsheet software

Section 1: Use a spreadsheet to enter, edit and organise numerical and other data
Section 2: Select and use appropriate formulas and data analysis tools to meet requirements
Section 3: Select and use tools and techniques to present and format spreadsheet information.

ASSESSMENT METHOD

Online learning materials with online assessment

ADDITIONAL INFORMATION

- Staff can learn from their own home, in their own time
- Staff will achieve a nationally recognised level 2 qualification
- Staff will have access to award-winning learning and assessment materials
- Funding available — speak to one of our team for more information and to see if you and your staff are eligible.

WHERE CAN I PROGRESS TO?

L2 Certificate in Equality and Diversity
Level 2 Certificate in Counselling Skills
Level 2 Certificate in Information, Advice or Guidance

WHEN DOES THIS COURSE RUN?

CAMPUS	STARTS	ATTENDANCE	COURSE CODE	PLANNED TIME TABLE
	09th Aug 2022	Flexible	C109N001	
If you are aged 19 or over: Fee : £234.00 <i>The fee quoted is for the academic year 2020-21.</i>				

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For advice and guidance, please contact Student Services via our [online enquiry form](#)

This information was current on 09th August, 2022 and may be subject to change.