ICT

Level 2 Certificate in IT User Skills

Entry Requirements

There are no formal entry requirements for this qualification, just enthusiasm and commitment to learn.

Course Overview

Do you want to have that competitive edge in desirable IT skills that employers are looking for? If so, then this course is for you.

◊   The ICDL course is a recognised computer literacy certification designed to equip students with the most sought after IT skills in industry today. Basic computer skills.

◊   Building on your existing knowledge and skills in order to improve your understanding of a variety of software packages, you will improve your employability in a wide range of fields and industries.

Exam Information

Duration: 1 year   Exam Board: BCS   Contact: Mrs A Kansara/Ms Bouri

The course comprises of 7 modules:

Presentation Software
Word processing Software
Spreadsheet Software
IT security for Users
IT User Fundamentals
Using email and Internet
Database Software

All exams are computer based and all seven units have to be passed in order to gain the qualification.

Qualification gained

On successful completion of this course you will gain the "BCS Level 2 Certificate in IT User Skills (ICDL), a qualification recognised as a benchmark for IT competence.

Career Opportunities

The skills and knowledge gained upon completion of the ICDL qualification will make you competent in some of the most widely used industry standard programmes in the field of work today thereby improving your employment prospects immensely.

Career prospects include: Database administrator, Typing and office based jobs, Bookkeeping and spreadsheets, IT trainer for Microsoft, Healthcare administrative roles