

Certificate for IT Users (CLAiT Plus) Level 2 (ITQ)



INTRODUCTION

The aim of this qualification is to recognise the application of a range of IT user skills, knowledge and understanding. OCR's new ITQ provides increased flexibility and choice for learners and is designed to reflect the work of everyone who uses IT skills for different purposes in their day to day work roles. This qualification caters for the full range of learners in IT and is ideal for those who wish to progress from a Level 1 ITQ and develop their range of IT skills.

This qualification is offered in a modular way, with students enrolling on a unit by unit basis to build up credits. The 'full' qualification is made up of a mandatory unit and optional units which have all been given a 'credit value'. To obtain the Certificate you will need to complete the mandatory unit plus optional units which together make a minimum total of 13 credits.

Improving Productivity Using IT (Mandatory) / Word Processing software - 8 credits

- Create and modify layout and structures for word processing documents
- Use word processing software tools to format and present documents effectively to meet requirements
- Plan, select and use appropriate IT systems and software for different purposes
- Develop and test solutions to improve the ongoing use of IT tools and systems
- Enter and combine text and other information accurately within word processing documents

Spreadsheet software - 4 credits

- Enter and edit numerical and other data accurately
- Combine and link data across worksheets
- Select and use a range of appropriate functions and formulas to meet calculation requirements
- Select and format charts and graphs

Database Software - 4 credits

- Create and modify database tables using a range of field types
- Create forms to enter, edit and organise data in a database
- Create and run database queries using multiple criteria to display or amend selected data
- Plan and produce database reports from a single table non-relational database

Desktop Publishing software - 4 credits

- Select and use appropriate designs and page layouts for publications
- Organise and combine information for publications
- Select and use appropriate techniques to edit publications and format text

HOW LONG WILL IT TAKE

The course is offered at all of the College's Learning Centres. At the Centres you book sessions to suit you and work at your own pace, so you can achieve qualifications very quickly or at a slower pace. We only ask that you commit to attending your chosen Centre for a minimum of two hours a week.

ENTRY QUALIFICATIONS

There are no formal entry requirements for this course but you will need to have some computer literacy and you may find it beneficial to have completed a relevant level one course, such as CLAiT 2006 or units of New CLAiT 2006

WHERE COULD IT LEAD

People who complete this course will acquire higher level IT skills over a range of the most popularly used computer applications. These are useful in a huge range of work environments. This qualification will allow for

progression to qualifications within the Qualifications and Credit Framework.

FEES

IT courses at Boston College are reasonably priced, and are frequently offered at special rates. Contact your nearest Learning Centre for the latest fees information.

ADDITIONAL INFORMATION

Where courses last for more than one year, only the first year's fees are shown

HOW TO APPLY

You can apply for this course at any time of the year by contacting your nearest Learning Centre, or call 01205 313 218 for more information.

The Information on this Course Information Sheet is correct at time of print, but can be subject to change at anytime.