

Diploma for IT Users

Level 3



Who would benefit from this qualification?

The IT User qualifications can help your learners increase skills and confidence in a range of areas including word-processing, animation and web design.

The Diploma, Level 3, is ideal for individuals with plenty of existing IT knowledge, looking to learn the skills needed to perform more complex tasks using advanced IT tools.

What does the qualification cover?

Learners are required to complete one mandatory unit plus four from a choice of optional units:

Mandatory unit

- IT principles

Optional units (selection only)

- Using word processing software to adapt and merge documents
- Designing and creating spreadsheets
- Designing and creating databases
- Designing and creating powerpoints
- Using the Internet for advanced finding, selecting and receiving information
- Working with computerised accounting software
- Designing and creating multi-page documents using desktop publishing software
- Design and create multimedia presentations

Optional units (selection only)

- Combining word processing, spreadsheet and database applications to present information
- Electronic communication using Outlook
- Combining applications to create presentations
- Using digital imaging to create and design presentations

Course overview

Qualification:	Certificate
Credits:	N/A
Duration:	6—24 months
Learning:	Training provider
Assessment:	Written & practical

For more information contact Optimas Training on 01709 33 11 63 or visit www.optimas-training.co.uk

