

Certificate for IT Users

Level 3



Who would benefit from this qualification?

The Certificate is for anyone who works in, or wants to work in, a role that uses IT. It is also suitable if you are studying at College. You don't need to be in the workplace already and you don't need any prior experience or qualifications.

At Level 3, you already have plenty of IT skills, but want to learn the skills to perform more complex tasks using IT tools.

What does the qualification cover?

Learners are required to complete one mandatory unit plus at least 50 credits worth of optional units, with a minimum of 20 credits at level 3:

Mandatory unit

- Select and use IT

Optional units (selection only)

- Operate a computer (8)
- IT troubleshooting (6)
- IT maintenance (6)
- IT security (7)
- Internets and intranets (6)
- Email (8)
- Word processing software (8)
- Spreadsheet software (8)
- Database software (8)
- Website software (8)
- Artwork and imaging software (8)

Optional units (selection only)

- Presentation software (8)
- Specialist and bespoke software (6)
- Evaluate the impact of IT (6)
- Data management software (8)
- Use IT systems (6)
- Use IT to exchange information (6)
- Sector specific unit (8)

Course overview

Qualification:	Certificate
Credits:	50+
Duration:	6—24 months
Learning:	Workplace
Assessment:	Assessor

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

