

# Diploma for IT Users

Level 2



## 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 2, is ideal for individuals looking to widen their knowledge and develop further IT skills.

## What does the qualification cover?

Learners are required to complete one mandatory unit plus two 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

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

For more information contact Optimas Training on 01709 33 11 63 or visit [www.optimas-training.co.uk](http://www.optimas-training.co.uk)

