



Day:	Wednesday
Time:	7.00-9.30pm
Start Date:	14 September 2011 34 Weeks
Numbers:	Minimum: 10 Maximum: 14
Course Title and Level :	ITQ Level 2 Certificate
Course Fee:	£325
Tutor:	Sheila Austin

Who is the Course for?

Do I need any prior experience? This course is not suitable for beginners. It is an ideal progression route from ECDL or for students who are self-taught and wish to have their skills accredited.

Will I need an Interview? No

What are the aims of the course?

Course aim: This is a Level 2 course which is suitable for those with a good working knowledge of Microsoft Applications or who have achieved ECDL in the past. It is designed to equip learners with the broad range of transferable skills necessary to meet the demands of the modern workplace.

What topics will I cover? You will be developing greater skills and knowledge of Word Processing, Spreadsheets and PowerPoint together with the mandatory unit. These skills will take you well beyond the basics and will build your confidence and productivity..

What will the sessions consist of?

The sessions will tutor demonstrations and explanations and plenty of opportunity to practice the skills introduced. Students will be given progressive practice papers to consolidate their learning and homework to be carried out between sessions.

The computers at Collyer's Learning Resource Centre can be used until 9.00pm on Monday to Thursday evenings if required.

How is the course assessed?

The assessments take place during the lesson time at the end of each unit. These are initially assessed locally and then sent away for external verification and certification. An ITQ (QCF) Level 2 Certificate requires successful completion of all units quoted above.

How can I prepare for the course?

Key Facts

Awarding Organisation : OCR Accreditation

The College uses Microsoft Office 2007

**What Next?
Contact us**

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