



## Level 2 Certificate in IT User Skills

(Online)

A worldwide examination of data collected between 2011 and 2015 found that 26% of adults studied were unable to use a computer, with a further 29% proficient only in the most basic and familiar of tasks. With a large percentage of job roles requiring competent use and knowledge of information technology, it is more crucial than ever that people improve their computer skills if necessary, both for their own personal and professional advancement and for business purposes.

### Key Information

Level	2
Duration	8-12 weeks
Delivery	Fully online
Timings	TBC
Cost	Free, subject to meeting entry requirements

#### Entry requirements

HCUC Apprenticeships and Skills has to give priority to applicants who are in receipt of the four main benefits: Job Seekers Allowance, Employment Support Allowance, Universal Credit, Income Support. Training is free for people with Right to Work in the UK, proof of ID, learners or their spouses must have been a resident in UK/EU for the last 3 years. To be eligible whilst working, those living inside the Greater London Area need to earn less than £21,547.50

You must live in a London borough postcode. If you live outside the Greater London Authority area, we may still be able to fund you – please contact us to find out. Please look up here: [https://www.london.gov.uk/sites/default/files/gla\\_postcode\\_map\\_a3\\_map1.pdf](https://www.london.gov.uk/sites/default/files/gla_postcode_map_a3_map1.pdf)

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**Apprenticeships & Skills**  
Harrow College & Uxbridge College

## Who is it for?

This qualification would be ideal for anyone who would like to develop their knowledge, understanding and competence in a range of different IT skills, particularly those who use IT in their current job role. Learners must already have basic IT skills and basic knowledge of Microsoft Office software (Word, Excel and PowerPoint), to be able to complete the course successfully.

## Benefits of this course

- Gain a nationally recognised qualification
- Establish a long-standing career pathway within the business sector
- This course is delivered via distance learning, allowing you to choose when and where you study
- Study will enhance both your personal skills and professional development
- Personal tutors are assigned to you to ensure you have the support needed to succeed.

## Course Content

### Unit 1: Using IT to increase productivity

Section 1: Be able to plan and select which IT tools and systems are best suited to completion of an identified task

Section 2: Be able to identify any restrictions or constraints that may affect how a task can be completed using IT tools and systems

Section 3: Be able to use IT tools and systems to complete an identified task

Section 4: Be able to review approach to using IT tools and systems

Section 5: Be able to adapt their approach as a result of their experiences using IT tools and systems to complete a task.

### Unit 2: IT software fundamentals

Section 1: Select and use appropriate software applications to meet needs and solve problems

Section 2: Enter, develop, combine and format different types of information to suit its meaning and purpose

Section 3: Present information in ways that are fit for purpose and audience

Section 4: Evaluate the selection and use of IT tools and facilities to present information.

### Unit 3: IT security for users

Section 1: Use appropriate methods to minimise security risks to IT systems and data.

### Unit 4: Presentation software

Section 1: Input and combine text and other information within presentation slides

Section 2: Use presentation software tools to structure, edit and format slide sequences

Section 3: Prepare slideshow for presentation.

### Unit 5: Spreadsheet software

Section 1: Use a spreadsheet to enter, edit and organise numerical and other data

Section 2: Select and use appropriate formulas and data analysis tools to meet requirements

Section 3: Select and use tools and techniques to present and format spreadsheet information.