



City & Guilds Start IT - for IT Users (4249) Entry 3



Who is it suitable for?

New to IT? With the Award and Certificate for IT Users you can build your skills and gain the confidence you need to work effectively with computers.

What are the aims of the course?

The City & Guilds Entry Level Certificate for IT Users provides the underpinning knowledge and skills that would allow you to progress and enhance your competency and progress onto further learning such as our Level 1 or 2 ITQs courses. You'll cover things like:

- Computer Basics
- Computer Security and Privacy
- Use of Mobile Technology
- Word processing
- Spreadsheets.
- Design and imaging software
- Desktop publishing software
- Database basics
- Presentation software
- Spreadsheet software
- Word processing software

You'll be assessed using practical assignments, multiple choice tests or portfolio of evidence.



What will I be able to go on to after I've completed the course?

Start IT (ITQ) can help provide the confidence to use IT within the workplace, at home or progress to further learning – Level 1 or Level 2 courses

Want to know more? Please contact: paula.keen@kite-college.org