

# City & Guilds ITQs for IT Users (7574) Level 1 & Level 2



## Who is it suitable for?

The City & Guilds ITQ is suitable for anybody who uses IT whether at home or work. For those moving into their first job role the ITQ can provide the confidence to work effectively with ICT and deal with tasks that are straightforward or routine.

## What are the aims of the course?

It covers everything from setting up and maintaining an IT system, to using specialist software common in the workplace. Areas that will also be covered in this qualification are:

- Word processing
- Spreadsheets
- Using email and the Internet
- Personal information management
- Using collaborative technology and mobile devices
- IT communication fundamentals
- IT software fundamentals
- Setup an IT system
- IT User fundamentals
- Optimise system performance
- Security for IT users



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

For those moving into their first job role the ITQ can provide the confidence to work effectively with ICT and deal with tasks that are straightforward or routine.

You can also progress from Level 1 to Level 2, which will open the door to higher qualifications in IT.



Want to know more? Please contact: [paula.keen@kite-college.org](mailto:paula.keen@kite-college.org)