

Level 1 | IT for the Office

 www.elatt.org.uk/courses/it-office



8 - 12 Weeks
Duration



1.5 - 2 Days
Days per week



9.30am - 4.30am
Morning Hours



6.00am - 9.00pm
Evening Hours

Course Content

Mandatory Units

- ▶ Improving productivity using IT

Optional Units

- ▶ IT user fundamentals
- ▶ Using the Internet
- ▶ Email software
- ▶ Communication fundamentals
- ▶ Presentation software (MS PowerPoint)
- ▶ Spreadsheet software (MS Excel)
- ▶ Database software (MS Access)
- ▶ Word processing software

Qualifications, Requirements and Progression

Entry Requirements

- ▶ Literacy - Entry Level 3

Qualifications

- ▶ City & Guilds Award/Certificate for IT Users - Level 1

Progression Options

- ▶ Business IT - Level 2

Level 2 | IT for the Office

 www.elatt.org.uk/courses/it-office



8 - 15 Weeks
Duration



1.5 - 2 Days
Days per week



9.30am - 4.30am
Morning Hours



6.00am - 9.00pm
Evening Hours

Course Content

Mandatory Units

- ▶ Improving productivity using IT

Optional Units

- ▶ Communication fundamentals
- ▶ Presentation software (MS PowerPoint)
- ▶ Spreadsheet software (MS Excel)
- ▶ Database software (MS Access)
- ▶ Word processing software (MS Word)
- ▶ Desktop publishing software
- ▶ Database management software

Qualifications, Requirements and Progression

Entry Requirements

- ▶ Literacy - Level 1
- ▶ Business IT - Level 1

Qualifications

- ▶ City and Guilds Certificate/Diploma for IT Users - Level 2

Progression Options

- ▶ Business IT - Level 3

Level 2 - Diploma | IT for the Office

 www.elatt.org.uk/courses/it-office



12 - 20 Weeks
Duration



2 Days
Days per week



9.30am - 4.30am
Morning Hours



6.00am - 9.00pm
Evening Hours

Course Content

Mandatory Units

- ▶ Improving productivity using IT

Optional Units

- ▶ Presentation software (MS PowerPoint)
- ▶ Spreadsheet software (MS Excel)
- ▶ Database software (MS Access)
- ▶ Word processing software (MS Word)
- ▶ Desktop publishing software
- ▶ Database management software
- ▶ Bespoke software (Web Fundamentals: Using Online CMS)
- ▶ Design software (Adobe Photo Shop)
- ▶ Email Software
- ▶ Collaborative Technologies

Qualifications, Requirements and Progression

Entry Requirements

- ▶ Literacy - Level 1
- ▶ IT Users - Level 2

Qualifications

- ▶ City and Guilds Certificate or Diploma for IT Users - Level 3

Progression Options

- ▶ Business Administration - Level 1
- ▶ Web Design and Development - Level 1
- ▶ Computer Engineering - Level 1