Level 2 Award | IT for the Office

🌐 www.elatt.org.uk/courses/it-office

9 - 10 Weeks
Duration

6 Hours
Hours per week

9.30am - 4.30pm
Daytime study

6.00pm - 9.00pm
Evening study

Online
Environment

Course Content

▶ **Cybersecurity:** Learners will investigate the accidental and malicious security threats that exist to IT systems and data. They will learn about system vulnerabilities and the tools and techniques used to protect users from risks and potential damage, including loss of data, loss of data integrity and unauthorised access to data.

Requirements and Qualifications

Entry Requirements

▶ English: Entry 3 (Speaking, Listening, Reading, Writing)

▶ IT: Basic Skills

▶ Please bring your prior qualification certificates with you to your first Assessment meeting.

▶ If you don't have your certificates, we'll ask you to complete a short English and IT assessment so that we can make sure you're ready for this course. Find out more about the application process at elatt.org.uk/about/our-training

Awarding Body

▶ Gateway

Qualifications

▶ Level 2 Award in Digital and IT Skills

City & Guilds APPROVED CENTRE

Ofsted Outstanding Training provider 2014|2015

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Level 2 Certificate | IT for the Office

🌐 www.elatt.org.uk/courses/it-office

6 - 12 Weeks	**6 - 12 Hours**	**9.30am - 4.30pm**	**6.00pm - 9.00pm**	**Online**
Duration	Hours per week	Daytime study	Evening study	Environment

Course Content

▸ **Digital Skills Career Progression:** This unit provides learners with an understanding of the importance of digital skills in the workplace and how changes in employment have led to an increase in demand across a number of sectors. Learners will learn about the different types of job roles where digital skills are required, and the characteristics valued by employers to establish a successful career in todays digital economy. Learners will also identify their own career/progression goals and plan how they will develop their digital skills to meet their intended goals.

▸ **Presentation Software:** This unit will develop learners' presentation software skills to enable them to create presentations for different purposes and audiences.

▸ **Word Processing Software:** This unit will develop learners' ability to maximise the tools available in word-processing software to prepare, process and produce a wide range of sophisticated and professional documents accurately and efficiently.

▸ **Spreadsheet software:** Learners will develop an understanding of spreadsheet software tools and techniques to be able to produce spreadsheets. They will learn how to apply advanced formulae and functions to process data and use automated tools to aid productivity.

▸ **Using Digital Technologies:** Learners will learn how to use a range of digital technologies for different purposes. They will understand how to register for digital services such as online shopping and banking, and manage online accounts safely and securely. Learners will also use online document systems to upload and download files, and use email, instant messaging and social media to communicate and collaborate with others.

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Requirements and Qualifications

Entry Requirements

▸ **English:** Level 1 (Reading and Writing)

▸ **IT:** Basic Skills

▸ Please bring your prior qualification certificates with you to your first Assessment meeting.

▸ If you don't have your certificates, we'll ask you to complete a short English and IT assessment so that we can make sure you're ready for this course. Find out more about the application process at elatt.org.uk/about/our-training

Awarding Body

▸ Gateway

Qualifications

▸ Level 2 Certificate in Digital and IT Skills

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Course details are correct at the time of publication but are subject to change