

CERTIFICATE IN

IT USER SKILLS

The Level 2 Certificate in IT User Skills qualification is ideal for those who would like to develop their knowledge, understanding and competence in IT - particularly those who use IT regularly in their job role.

With the world shifting to remote working and a higher dependency on digital skills, a large percentage of job roles now require technological competency. Now, more than ever, it is vital that people improve their computer skills for their own personal and professional advancement and for business purposes.

To complete this course successfully, Learners must already have basic knowledge of Microsoft Office software (Word, Excel and PowerPoint).

Undertaking this programme, you will be taught the following units:

- **Unit 1:** Using IT to increase productivity
- **Unit 2:** IT software fundamentals
- **Unit 3:** IT security for users
- **Unit 4:** Presentation and PowerPoint software
- **Unit 5:** Spreadsheet and Excel software

6 Weeks

25 hours
per week

Learning Method

This course is fully online



CONTACT US



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Benefits:

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