

ENTRY LEVEL AND LEVEL ONE AWARD IN ITQ SKILLS

This course is designed for learners who may have a little experience in using I.T. but who wish to improve their skills in using Word and the Internet

Who is this course suitable for?

Suitable for any learner who wishes to gain confidence in I.T.skills in order to progress on to full time or part time employment. The skills gained will enable the learner to access information, display information and communicate via ICT mediums.

This course is suitable for those candidates who are actively seeking employment, who are in receipt of benefits or who have been made redundant or under notice or threat of redundancy.

Do I need any experience?

No experience is needed for this course, although some experience of using Word or Internet may be beneficial for Entry Level and some familiarity with Word or Internet for those choosing Level 1.

What will I gain from this course?

You will gain either :-

- > OCR Entry Level Award in IT. User Skills
- > OCR Level 1 in I.T. User Skills

What progression and career opportunities will this lead to?

Further Training Progression:

- > Level 2 Award or Certificate in I.T. User Skills
- > Level 1 Award in Bookkeeping Skills
- > Level 2 In Principles of Business Administration



What will I learn on this course?

- > Finding information through use of ICT (Entry)
- > Displaying information through use of ICT (Entry)
- > Communicating through use of ICT (Entry)
- > Database Software (Level 1)
- > Spreadsheet Software (Level 1)
- > Word Processing Software (Level 1)

What are the details of this course?

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| > Venue
College Venue | > Duration
8 days |
| > Times
9am to 4pm | > Cost
Free |



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How do I get further information?

To arrange for an interview from one of our experienced staff please contact our Customer Service Team via email or text. Alternatively, visit our Business Development Centre in person and speak directly to a member of the Customer Service Team. Your local Jobcentre Plus Advisor can also refer you for an interview with us.

☎ (01903) 606 114 ✉ business.solutions@nbc.ac.uk

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY