

iTQ Level 1 and 2



ITQ is a new qualification based on today's most widely used software packages: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, and more.

- **Presentation software** - Input and combine text and other information within presentation slides. Use presentation software tools to structure, edit and format slides. Prepare slides for presentation to meet needs.
- **Spreadsheet software** - Use a spreadsheet to enter, edit and organise numerical and other data. Use appropriate formulas and tools to summarise and display spreadsheet information. Select and use appropriate tools and techniques to present spreadsheet information effectively. Select and use appropriate formulas and data analysis tools to meet requirements
- **Word processing software** - Enter, edit and combine text and other information accurately within word processing documents. Structure information within word processing documents and use word processing software tools to format and present documents. Create and modify layout and structures for word processing documents

Who is it for?

Anyone aged 19+, you may be entitled to a free course or financial help with childcare, equipment, or fees.

This course is available at 3 different levels and depending upon your existing computer skills you will be directed to the most appropriate level course for you.

- ✓ **Entry 3 Award in iTQ** – ideal for anyone who has used a pc, laptop or tablet at home and wants to learn more. This first step in understanding IT.
- ✓ **Level 1 Award in iTQ** - for anyone who works, or wants to work, with computers and has little experience with IT.
- ✓ **Level 2 Award in iTQ** – for those seeking more in depth knowledge and advanced skills.

Where and when will it take place?

Courses start throughout the year at various locations across the Wakefield District. Times and durations vary – we offer intensive provision for those who need a swift turnaround.

What do I need to bring with me?

- 1 lever arch folder, coloured dividers, plastic wallets, pen and paper/notebook

Important Information about your Course:

- It is important we recognise and understand your needs to ensure the course meets your requirements. The course tutor will assess your existing computer skills.
- English literacy will also be an element of the skills check and may influence the choice of course available for you.
- You are required to attend and be punctual to all sessions.
- Learners will be expected to complete study at home and will need access to mobile technology and Wi-Fi or internet access. Learners without this facility will be able to attend centres on days outside of their timetable to study.
- The coursework is modular and you will build on your skills and confidence week by week. Your tutor will give you regular feedback on your progress and what you need to do to improve on weaker areas.
- The course has a number of assignment based assessments; your tutor will inform you of the intended location, date and time within the first term. These are a compulsory requirement of the course and may be scheduled at another centre.
- At Level 2 the Certificate covers additional units in spreadsheets and presentations software and also how to use IT to improve productivity at work.

How do I enrol?

For further information or to book on this course please contact:

Manygates Adult Education Centre

Telephone: 01924 303302

e-mail: manygates@wakefield.gov.uk



Education & Skills
Funding Agency