

Computing, Games and IT

IT User Skills Certificate Level 2 (Part Time/Distance Learning)

In Brief

Start Date / Duration

There are new intakes every Monday (term time only) This course runs for 6 – 10 weeks depending on prior knowledge. You are expected to study one day per week.

Entry Requirements

- Aged 19+
- Have not previously completed the course you wish to enrol on
- Have basic IT skills

You will achieve

You will gain an a nationally recognised qualification: Level 2 Certificate in IT User Skills.

Course Overview

Delivered by the Business, Warehousing and Logistics department, this qualification would be ideal for anyone who would like to develop their knowledge, understanding and competence in a range of different IT skills, particularly those who use IT in their current job role. Learners must already have basic IT skills and basic knowledge of Microsoft Office software (Word, Excel and PowerPoint), to be able to complete the course successfully.

This online course is available via the Skills Network's online learning platform which features:

- Exciting and engaging content
- Interactivity, with videos and games to enhance learning
- Virtual Tutors who offer hints, tips and guidance throughout the course

Studying via distance learning means you can choose when and where you study. We ensure you get all the support you need throughout your course in the form of a personal tutor.

For more information about this course, contact Business, Warehousing & Logistics on 01226 216579.

Course Content

This course is split into five manageable units:

- Unit 1: Using IT to increase productivity

- Unit 2: IT software fundamentals
- Unit 3: IT security for users
- Unit 4: Presentation software
- Unit 5: Spreadsheet software.

How will I be assessed?

You will submit assignments for each of the 5 units that will be assessed by your specialist teacher to achieve this qualification. This course does not require you to sit exams.

What Equipment Will I Need?

You will need a computer/laptop with Internet connection.

Where will I study?

You will study fully online within a virtual learning platform along with the support of your specialist teacher via MS Teams.

What can I do next?

Learners who achieve this qualification could progress to further qualifications in the IT User Skills suite at Levels 2 or 3 or sector specific qualifications such as:

- Level 2 Certificate in Principles of Business and Administration
- Level 2 NVQ Certificate in Business and Administration
- Level 2 Certificate in Customer Service
- Level 2 NVQ Certificate in Customer Service

How much does the course cost?

This course is fully funded. This means that there will be no cost to you.

Financial support

You may be eligible for assistance with expenses such as travel, books, equipment and childcare. For further information please contact the Student Services Team on +44 (0)1226 216 114.

Extra information

Contact the Information Unit

For further information please contact our friendly Information Team on +44 (0)1226 216 123 or email info@barnsley.ac.uk [mailto:info@barnsley.ac.uk]

Want to join Barnsley Sports Academy and the Sports Village?

Barnsley College has a range of sports opportunities for all students to take part in, gain

professional training and compete nationally and internationally. We also have a state-of-the-art fitness village, Honeywell Sports Village [<https://www.barnsley.ac.uk/shops-services/honeywell-sports-village/>] where students can make use of our fitness suite, spinning studio and classes for competitive rates. You don't have to be studying sport to get involved in the Sports Academy [<https://www.barnsley.ac.uk/our-departments/sport/sports-academy/>].

Additional Learning Support

Our Additional Learning Support team can provide you with the support you need. Please contact them on +44 (0)1226 216 769.

Disclaimer

Please note we reserve the right to change details without notice. We apologise for any inconvenience this may cause.

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Want to apply?

Visit <https://www.barnsley.ac.uk/apply> to get started

Call us on **01226 216 123**