

# Level 1 | Business IT

 [www.elatt.org.uk/courses/business-it](http://www.elatt.org.uk/courses/business-it)



**8 - 12 Weeks**  
**Duration**



**1.5 - 2 Days**  
**Days per week**



**9.30am - 4.30pm**  
**Morning Hours**



**6.00pm - 9.00pm**  
**Evening Hours**

## Course Content

### Mandatory Units

- ▶ Improving productivity using IT

### Optional Units

- ▶ IT user fundamentals
- ▶ Using the Internet
- ▶ Email software
- ▶ Communication fundamentals
- ▶ Presentation software (MS PowerPoint)
- ▶ Spreadsheet software (MS Excel)
- ▶ Database software (MS Access)
- ▶ Word processing software

## Qualifications, Requirements and Progression

### Entry Requirements

- ▶ Literacy - Entry Level 3

### Qualifications

- ▶ City & Guilds Award/Certificate for IT Users - Level 1

### Progression Options

- ▶ Business IT - Level 2

# Level 2 | Business IT

 [www.elatt.org.uk/courses/business-it](http://www.elatt.org.uk/courses/business-it)



**8 - 15 Weeks**  
**Duration**



**1.5 - 2 Days**  
**Days per week**



**9.30am - 4.30pm**  
**Morning Hours**



**6.00pm - 9.00pm**  
**Evening Hours**

## Course Content

### Mandatory Units

- ▶ Improving productivity using IT

### Optional Units

- ▶ Communication fundamentals
- ▶ Presentation software (MS PowerPoint)
- ▶ Spreadsheet software (MS Excel)
- ▶ Database software (MS Access)
- ▶ Word processing software (MS Word)
- ▶ Desktop publishing software
- ▶ Database management software

## Qualifications, Requirements and Progression

### Entry Requirements

- ▶ Literacy - Level 1
- ▶ Business IT - Level 1

### Qualifications

- ▶ City and Guilds Certificate/Diploma for IT Users - Level 2

### Progression Options

- ▶ Business IT - Level 3

# Level 3 | Business IT

 [www.elatt.org.uk/courses/business-it](http://www.elatt.org.uk/courses/business-it)



**12 - 20 Weeks**  
**Duration**



**2 Days**  
**Days per week**



**9.30am - 4.30pm**  
**Morning Hours**



**6.00pm - 9.00pm**  
**Evening Hours**

## Course Content

### Mandatory Units

- ▶ Improving productivity using IT

### Optional Units

- ▶ Presentation software (MS PowerPoint)
- ▶ Spreadsheet software (MS Excel)
- ▶ Database software (MS Access)
- ▶ Word processing software (MS Word)
- ▶ Desktop publishing software
- ▶ Database management software
- ▶ Bespoke software (Web Fundamentals: Using Online CMS)
- ▶ Design software (Adobe Photo Shop)
- ▶ Email Software
- ▶ Collaborative Technologies

## Qualifications, Requirements and Progression

### Entry Requirements

- ▶ Literacy - Level 1
- ▶ IT Users - Level 2

### Qualifications

- ▶ City and Guilds Certificate or Diploma for IT Users - Level 3

### Progression Options

- ▶ Business Administration - Level 1
- ▶ Web Design and Development - Level 1
- ▶ Computer Engineering - Level 1