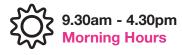
Level 1 | Business IT

www.elatt.org.uk/courses/business-it









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



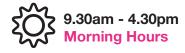


Level 2 | Business IT

www.elatt.org.uk/courses/business-it









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



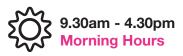


Level 3 | Business IT

www.elatt.org.uk/courses/business-it









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



