

## Certificate in IT User Skills (ITQ)

**Awarding Body:** BCS

**Level:** Level 2 Certificate

This qualification is a Level 2 Certificate that covers core IT user skills and applications commonly used in many businesses around the world. Completing this qualification will improve your understanding of these applications and teach you how to use the software efficiently.

### Who needs this qualification?

This qualification is designed for people who are looking to gain a better understanding in IT applications that are a requirement in many job roles across many different sectors today.

### Learning Outcomes

- Word Processing
- Excel Spreadsheets
- Powerpoint Presentations
- Improving Productivity

### Why is this training important?

By completing this qualification, you will develop the IT user knowledge and skills you need to work productively in an administrative job role that requires the use of common IT software applications.

<b>Course Duration</b>	120—130 hours
<b>Assessment</b>	4 online assessments
<b>Ofqual Accredited</b>	Yes— 60112372
<b>Credits</b>	16
<b>Prerequisite</b>	None