

ICT CERTIFICATE

Course Title: TLM Level 2 Certificate for IT User Skills in Open Systems and Enterprise

STAFF CONTACT:
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Graded: A* - C

Assessment Methods: Coursework, E-assessment, Multiple Choice Examination, Practical Demonstration/ Assignment, Written Examination

What will you study?

There are two compulsory units, Improving Productivity using IT and IT Security for Users.

These will provide you with 5 credits for the coursework and you can then choose from a wide range of units to provide a further 12 credits equating to 60% of the marks.

You will learn a core of essential underpinning knowledge that is tested in the grading exam worth 40% of the marks. You will learn skills in a set of applications targeted on specific interests through the coursework.



What knowledge and skills will the student develop as part of this qualification and how might these be of use and value in further studies?

You will learn how to use common IT tools efficiently, safely and effectively. You will demonstrate competence in real practical tasks involving the use of text, graphics and numbers with an emphasis on generic principles that can transfer between contexts.

Increasingly higher level study depends on digital skills whether it is to publish work, search for information or re-use other people's work. There is no other subject that would not benefit from the learning that this qualification provides and the generic knowledge and understanding needed for it is essential for further study in any digital technologies subject.

The qualification is based on the national occupational standards and as such provides skills and knowledge that are essential in the workplace.

While this qualification provides a progression route to the level 3 IT user and practitioner qualifications, it also provides a general education background that would be suitable support for the great majority of higher level qualifications and occupations.

