

e-Equals Diploma for I. T. Users (level 2)

The e-Equals Diploma is an up-to-date IT qualification from City & Guilds designed for computer users. It's based on wide-ranging research into what employers really need - so it combines practical tasks with the underlying principles behind them.

This award is aimed at candidates who:

- need skills in word processing, using the Internet, PowerPoint presentation, desktop publishing and using databases
- wish for career progression within the Information Technology Industry
- wish to undertake a university degree programme (BA or B.Sc)

This course gives you:

- relevant and up-to-date computer skills
- internationally recognised qualification
- increased IT confidence
- improved job prospects

Length:

The course is a one year full time programme which involves at least 15 hours of organised day time study per week.

Assessment:

You will be assessed through a combination of an on-line multiple choice test and practical assignments.

The multiple choice test is set and marked by City & Guilds. The practical assignments are set by City & Guilds and marked by your teacher against clear criteria. This ensures that national standards and rigorous quality assurance are maintained.

Progression routes:

Candidates who complete the Level 2 qualification have the following opportunities for progression

- The Advanced Diploma for IT Users (Level 3) award which extends their capabilities in the use of Information Technology
- A university degree course. The academic equivalent of the Level 2 qualification is A-level, which is an essential entry qualification for B.Sc or BA programmes.
- Employment in a range of fields including the IT industry

Enrol now

This one year course is available to you at the incredibly low price of

£2,100

How to apply

<http://www.ieltscentre.com> Tel 0161 236 5551

You can apply any time during the year. One easy option to register on the course is to fill in the online application form on our website. Or, you can come to our office, and we will enrol you right away.

Campus: 2nd Floor, Cedar House, 2 Fairfield Street, Manchester M1 3GF

The Award:

During the academic year, you take 8 modules. For the award of a diploma, candidates must successfully complete the assessments for the core unit plus two optional units.

Core unit	Assessment Components
IT Principles	Assignment Multiple-choice test
Optional units	
Word Processing	Assignment
Spreadsheets	Assignment
Databases	Assignment
Using the Internet	Assignment
Presentation Graphics	Assignment
Using E-mail	Assignment
Desktop Publishing	Assignment

Teaching and quality assurance:

You will be taught in a small group, and the teaching will cater for your particular needs and address your weaknesses. The aim of each course is not just to teach facts and principles; but also to equip students with Key Skills such as Communication, Application of Number, Information Technology, Working with others, Improving own learning and performance, Problem solving.

Quality assurance includes rigorous procedures for monitoring quality and ongoing monitoring by an External Verifier from City and Guilds.

Employers aren't impressed with just theoretical work.

At Excel College, we teach for the REAL WORLD.

Unit 021 IT Principles - Level 2 (Core)

This unit provides candidates with the competence to perform a variety of tasks using Information Technology.

Candidates who complete this unit will be able to:

1. prepare peripheral devices and hardware for use
2. use software applications
3. maintain directory/folder structures
4. use the operating environment
5. identify health and safety requirements

Unit 022 Wordprocessing - Level 2

On completion of this unit you will be able to create and edit common types of documents ensuring clarity and readability.

There are five outcomes to this unit.

1. produce new documents
2. produce new documents using mail merge facilities
3. edit existing documents
4. check produced documents
5. save and print documents

Unit 023 Spreadsheets - Level 2

This unit enables you to use spreadsheets to import data and produce abstracts, and to summarise data with charts.

Candidates who complete this unit will be able to:

1. design a spreadsheet to meet a given specification
2. create and test a spreadsheet
3. link, import and extract data
4. produce graphs and charts
5. export and print spreadsheets

Unit 024 Databases - Level 2

There are seven outcomes to this unit. You will be able to:

1. apply database concepts
2. create and modify a database structure
3. create and use a data entry form
4. maintain a database
5. sort and index a database
6. carry out single and multiple condition searches
7. create and modify a report, and produce hard copy output

Unit 024 Using the Internet - Level 2

This unit equips you with comprehensive knowledge and experience to enable effective use of the Internet.

Candidates who complete this unit will be able to:

1. identify system requirements
2. describe and use Internet services
3. use e-mail
4. use Internet conferencing
5. identify Internet security issues

Unit 026 Presentation Graphics - Level 2

There are seven outcomes to this unit. You will be able to:

1. create and use a new slideshow template
2. add text to a slideshow and control its attributes
3. add graphics to a slideshow and control its attributes
4. add animation and multi-media objects to a slideshow
5. modify existing text and graphics
6. produce hard copy form of a slideshow
7. create an automatically-timed slideshow

Unit 028 Desk Top Publishing - Level 2

This unit teaches you to produce multi-page documents combining graphics and text.

Candidates who complete this unit will be able to:

1. produce output combining and manipulating data
2. set up a publication layout
3. manipulate text
4. manipulate graphic objects
5. produce printed and file output

Unit 031 Using Outlook - Level 2

This unit teaches you to use Microsoft Outlook, on a network, to communicate, to manage tasks, and to integrate Office documents. On completion, you will be able to:

1. navigate and use Outlook facilities
2. use Outlook, on a network, to communicate
3. use Outlook calendar
4. use contacts, tasks and notes