**Level 2 ICT Functional Skills**

The course offers a qualification to improve ICT knowledge and experience to help you in work or at home. You will learn how to use a variety of technology to problem solve and enhance your skills in Presentations, Spreadsheets, Databases and Word Processing.

This programme will be suitable for you if you have completed the ICT Level 1 Functional Skills or working to Level 1 through assessment.

**Duration** 11 weeks

**Attendance** One 2.5 hour session per week

**Commitment** Self-study and homework is required for studying at this level, as an addition there is a weekly IT drop in offering tutor supported sessions.

**What will I study?**

Use a range of Microsoft Office applications to problem solve activities set by City and Guilds:

* **Presentations** – creating a presentation, using master slides, using animations and transition
* **Spreadsheets** – Linking spread sheets, using relative and absolute cell referencing, a variety of functions including relational and Boolean operations.
* **Databases** - Sorting and filtering, basic to advanced queries and creating data reports from a query.
* **Word Processing** – combining documents to suit audience and purpose, mail merge, integrated documents.

**How is it assessed?**

The qualification will be achieved by completing an end of course exam in ICT level 2 set by city and guilds.

**Do I need any previous qualifications to start this course?**

Entry on to this course is dependent on your current IT skills and is subject to an initial assessment. A good level of English is essential.

**What can I go on to do once I have completed this course?**

Further study at Level 3