



Fast Track Computer Aided Training Solutions created specifically for business.

iTQ the new 'IT User' NVQ qualification. **Levels 1, 2, 3.**

Suitable for:

Business or individual learners that wish to develop their IT skills across a range of business software packages. You will need good access to the Internet.

Level 1 - for IT beginners, Level 2 – if basic IT Skills, Level 3 – if above average IT skills

Aim:

To enable business, or learners, to develop IT skills in job related software areas and contribute to increased effectiveness of IT use, whilst gaining a national qualification.

Course Objectives:

This will depend on the units and the qualification level chosen to study.

Example units are:

Operate a Computer, IT Maintenance, Artwork, Internet, E-mail, Word Processing, Spreadsheet, Database, Website, Presentation, Specialist Software etc.

Duration:

3 – 6 months.

Course Content:

The iTQ course will be delivered in your workplace and via online support. Meetings will include: Induction, Unit Introduction Sessions and Mid-unit help sessions. You achieve the qualification by completing 'real' work based IT tasks. Completed work will be emailed to your tutor for assessment. Course learning material is provided in electronic format on a pendrive: eportfolio2006, Candidate Help File, study sheets.

As a CcC learner you will have access to the vast range of our copyright iTQ learning material.

Venue:

Delivered at your workplace and via online support.

Cost:

£500 Level 1.

£600 Level 2.

£700 Level 3.



This course meets government priorities and is eligible for **full fee remission** at Level 2 and 3.

We will advise you further on this prior to enrolment.



Course enquiry form.

iTQ **Level 1** **2** **3** (please circle level required)

Complete the form below or email your details to us at admin@coolcatscomputing.com

We will contact you to arrange the detail.

Company Name:

Address:

Post Code:

Tel:

Email:

Learner name(s):

Any special requirements:

www.coolcatscomputing.com

Alternatively apply direct via our website

Cool cats Computing
Learning Skills Council
Approved Training Provider.



Cool Solutions
to your
training needs

Fast Track flexible training programmes to meet your needs. If you require specific course objectives please don't hesitate to contact us and discuss. We will endeavour to meet your training needs quickly.

Why not try one of our other **Fast Track** courses...

Easy Management of Files and Folders

Skype Voice over Internet

Outlook Setup and E-mail

Excel

Introduction to PowerPoint

Build a Business Website

2D CAD using AutoCAD

3D CAD using AutoCAD

SMART Board Notebook

Provider Training Solution for delivering iTQ

For more information please contact CCC at admin@coolcatscomputing.com