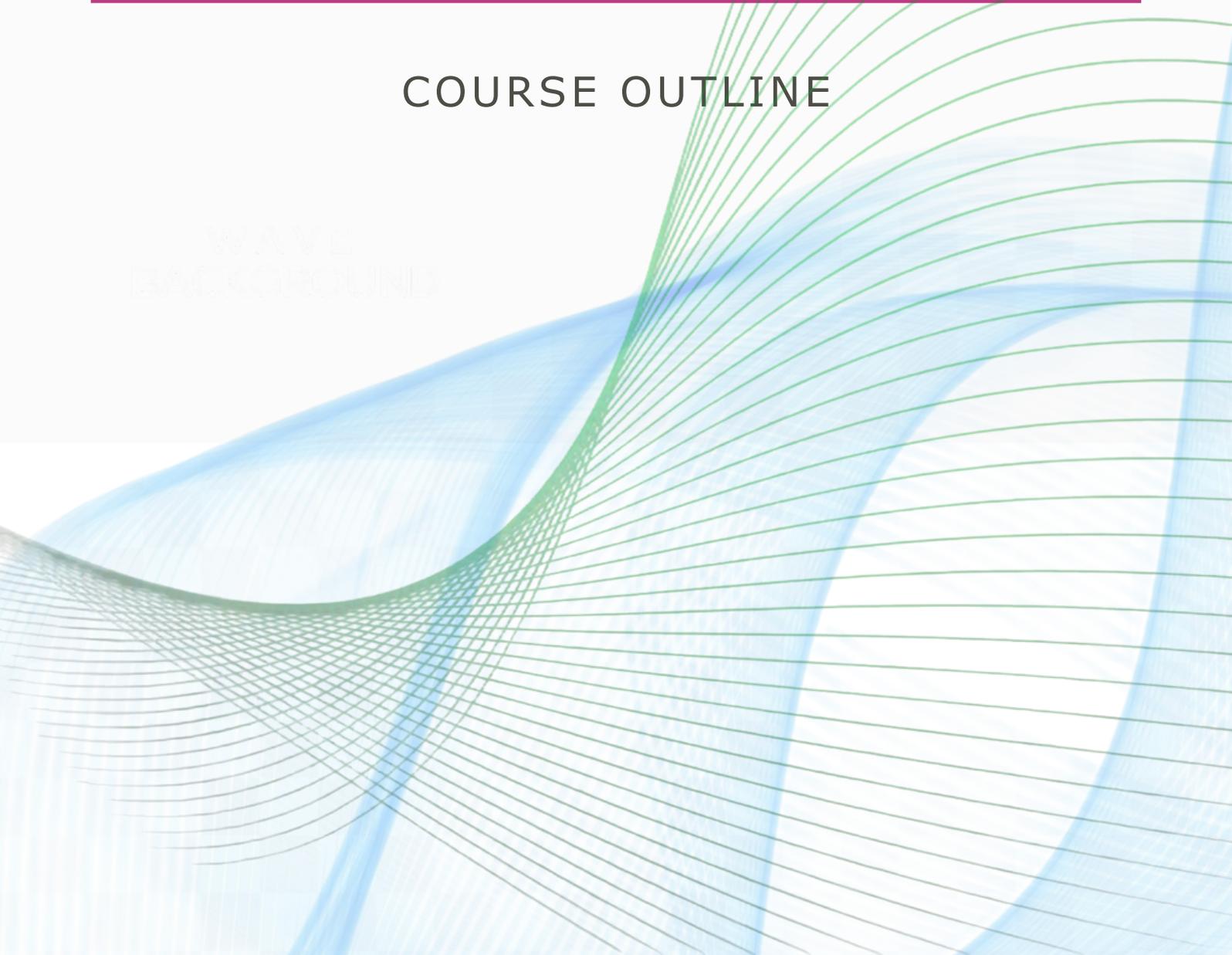


# Business IT for Office

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COURSE OUTLINE

WAVE  
BACKGROUND



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# COURSE PROGRESSION



## BEFORE STARTING

- ✓ You will complete an Initial Assessment with us, which will confirm the course level you should start at.
- ✓ We will have an Information, Advice and Guidance (IAG) session to plan the best strategy to reach your goals

## AFTER COMPLETING THE COURSE

- ✓ You will either progress to another level, course, employment, volunteering opportunity or university.\*

*\*Please be aware that some of these are dependant on your qualifications and skills.*

**LEARN MORE ABOUT THE DIFFERENT LEVELS ON THE NEXT PAGES**



# LEVEL 1

## Business IT for Office



### HOURS

9:30 am  
to  
3:00 pm



### DURATION

6 - 12  
weeks



### TYPE

Classroom  
& online

## QUALIFICATION

Level 1 BCS ICDL Certificate in IT User Skills

## COURSE CONTENT

- Improving Productivity:
  - Plan and use appropriate IT software for tasks
- Microsoft Word:
  - Create and save documents (e.g. write a letter)
  - Edit text and add images
- Microsoft Excel:
  - Create and save worksheets
  - Use calculations (e.g. budgeting)
  - Create graphs/charts
- Microsoft PowerPoint:
  - Create and save presentations and slideshows
  - Add pictures, videos and charts
- Security:
  - Use a computer and the Internet safely
  - Protect your computer from viruses and hackers

**CONTINUES ON THE NEXT PAGE**



## PROGRESSION

By achieving this qualification, you may be able to progress:

- To the next level of the programme:
  - from Level 1 to Level 2
- To another course, such as:
  - Functional Skills Maths or English
  - One of our vocational or Level 3 courses
- To employment (dependent on prior qualifications and experience)
- Or to other vocational career paths, such as apprenticeships or volunteering opportunities (also depending on your qualifications and experience).

### COURSE REQUIREMENTS

- Have passed an Entry Level 3 ICT qualification (or similar) prior to the course
- Or scored Level 1 on the Initial Assessment

### ENTRY REQUIREMENTS

***Before starting, you will need to complete:***

- An Initial Assessment to assess your level
- And an (IAG) session with us

### ELIGIBILITY CRITERIA

- Adults (aged 19 and above)
- Have the legal right to live and work in the UK



<https://micomputsolutions.co.uk/it-for-office/>

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# LEVEL 2

## Business IT for Office



### HOURS

9:30 am  
to  
3:00 pm



### DURATION

6 - 12  
weeks



### TYPE

Classroom  
& online

## QUALIFICATION

Level 2 City & Guilds Diploma in ICT Systems Support

## COURSE CONTENT

- Understand the roles and responsibilities of the IT professional
- Understand the components of a basic laptop and the capabilities of mobile devices.
- Assemble a desktop computer, install an operating system, and troubleshoot problems
- Understand application security and know security requirements
- Network computers, mobile devices and configure printers
- Provide technical information and support in response to customer requirements

**CONTINUES ON THE NEXT PAGE**



## PROGRESSION

By achieving this qualification, you may be able to progress:

- To the next level of the programme:
  - from Level 2 to Level 3
- To another course, such as:
  - Functional Skills Maths or English
  - One of our vocational or Level 3 courses
- To employment (dependent on prior qualifications and experience)
- Or to other vocational career paths, such as apprenticeships or volunteering opportunities (also depending on your qualifications and experience).

### COURSE REQUIREMENTS

- Have passed a Level 1 qualification in ICT, Maths & English exam prior to the course
- Or scored Level 1 on the Initial Assessment

### ENTRY REQUIREMENTS

***Before starting, you will need to complete:***

- An Initial Assessment to assess your level
- And an (IAG) session with us

### ELIGIBILITY CRITERIA

- Adults (aged 19 and above)
- Have the legal right to live and work in the UK



<https://micomputersolutions.co.uk/it-for-office/>

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# LEVEL 3

## Business IT for Office



### HOURS

9:30 am  
to  
3:00 pm



### DURATION

6 - 12  
weeks



### TYPE

Classroom  
& online

## QUALIFICATION

Level 3 City & Guilds Certificate in ICT Systems and Principles

## COURSE CONTENT

- Provide technical support to customers and evaluate feedback on improving technical support provision
- Design and develop static and interactive websites using HTML and CSS file types
- Understand and use data modelling techniques
- Install and configure ICT equipment and operating systems
- Install, configure and administer Windows-based servers
- Query and display data from a single and multiple table database using SQL language
- Create an object-oriented computer program using a programming language

**CONTINUES ON THE NEXT PAGE**



## PROGRESSION

By achieving this qualification, you may be able to progress:

- To another course, such as:
  - Functional Skills Maths or English
  - To a Level 4 computing qualification, once you secure a job
- To employment (dependent on prior qualifications and experience)
- Or to other vocational career paths, such as apprenticeships or volunteering opportunities (also depending on your qualifications and experience).

## COURSE REQUIREMENTS

- Have passed a Level 2 IT qualification (or similar) prior to the course
- Have achieved a Level 1 qualification in Maths and English
- Or scored Level 2 in ICT and Level 1 in English and Maths on the Initial Assessment
- Applicants must be ready to work, as this course is focused on getting people jobs in the Digital/ICT sector

## ENTRY REQUIREMENTS

***Before starting, you will need to complete:***

- An Initial Assessment to assess your level
- And an (IAG) session with us

## ELIGIBILITY CRITERIA

- Adults (aged 19 and above)
- Have the legal right to live and work in the UK



# Thank you!

At MI Skills, we always have our students and their goals in mind.

So whether you are unemployed, wanting to refresh your skills at work, go to university or simply learn new skills, we are here to support you no matter what.

## DO YOU NEED MORE HELP?

Contact Us



0207 501 6450



info@micomputsolutions.co.uk



micomputsolutions.co.uk



