

# Diploma for IT Users

## Course Description

The City & Guilds 7266 e-Quals – *Diploma for IT Users* is extremely popular with students because it is a practical, hands-on qualification that is recognised by employers everywhere. The course is aimed at learners who want to progress within the Information and Communication Technology (ICT) industry or for those who want to improve their general computing skills and learn computer terminology (ideal for international students whose first language is not English).

This qualification comes in three levels: Level 1 (Beginner), Level 2 (Intermediate) and Level 3 (Advanced). Here at Excel we offer this qualification at Level 2 and Level 3. You will be required to undertake an initial assessment which will determine the correct level of the course for you.

## City & Guilds – Diploma for IT Users

For the award of the Diploma for IT Users, candidates must successfully complete three units. One of the units, 'IT Principles', is a compulsory unit which *must* be taken, while the other two units are optional units which are chosen by the students themselves from a list within the Diploma for IT Users range.

Excel College offers this course both in the mornings and afternoons. The course requires 15 hours of in-class tuition per week, but it is recommended that the student also spends some time studying at home.

## Diploma for IT Users – Level 2

### **Core unit (mandatory):**

- 021 – *IT Principles Level 2: assignment + online test*

### **Optional units:**

- 022 – *Word Processing: assignment*
- 023 – *Spreadsheets: assignment*
- 024 – *Databases: assignment*
- 026 – *Presentation Graphics using PowerPoint: assignment*

Students also have the opportunity to get an **enhanced** Diploma, if they complete 5 units: the core unit plus all 4 optional units.

- The Level 2 standard Diploma is equivalent to 3 GCSEs at grades A-C.
- The Level 2 enhanced Diploma is equivalent to 5 GCSEs at grades A-C.