

# Advanced 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).

## City & Guilds – Diploma for IT Users

Before starting the course, you must take our initial assessment to confirm the correct level of course for you. For the full course award candidates must successfully complete three units from the City & Guilds range of subject areas. 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 (see below).

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.

## Advanced Diploma for IT Users – Level 3

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

- 041 – *IT Principles Level 3: assignment + online test*

### **Optional units:**

- 042 – *Word Processing: assignment*
- 043 – *Spreadsheets: assignment*
- 044 – *Desktop Publishing: assignment*
- 047 – *Relational Databases: 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 3 standard Diploma is equivalent to one A Level.
- The Level 3 enhanced Diploma is equivalent to two A Levels.

If a student obtains the Level 3 enhanced Diploma and a suitable English language qualification (e.g. an IELTS score of 5.5-6.5) this should be enough for them to enter a UK university to study a science subject.