

# IT Essentials - Level 2 (RQF) Course

## Key Information

**Course Format:**  
Online Course

**Price:**  
£175.00

**Assessment:**  
Assignments

**Payment Options:**  
Spread the cost over 4 monthly payments

**Approximate Study Time:**  
140 Hours of Self Study

**Initial Payment of**  
£85.00

**Approximate Delivery Time:**  
1-2 Working Days via Email

**Followed by 3 payments of:**  
£30.00



The **IT Essentials – Level 2 (RQF) Course** is designed for students who want to gain a good all-round knowledge of using a computer and its associated software. The course will give you a fundamental knowledge of the use of computers, the Internet, Email, security and it will also focus on the use of the important software packages included in the Microsoft Office suite (Excel, Word, PowerPoint and Access). This course is designed for people who use technology at work, in education, when looking for work, or in their leisure time.

The course covers accredited ITQ (IT User Qualification) units listed on Ofqual and can lead to a Level 2 RQF (Regulated Qualifications Framework) Certificate Qualification with 32 Credits. The ITQ is a nationally-recognised qualification for those who need digital skills as users of technology. The European Computer Driving License (ECDL) is an example of ITQ Units that lead to a qualification.

### The IT Essentials – Level 2 (RQF) Course can be used:

- To gain a relevant Level 2 Certificate Qualification with 32 Credits;
- As a study guide for students who wish to complete the European Computer Driving License (ECDL) tests; and
- As a course for students to follow to gain relevant skills and knowledge and leading to a certificate of completion issued by Distance Learning Centre.

**Please Note:** The course is available for £175.00, but students who want to gain the Open Awards Level 2 Qualification can pay a separate accreditation fee (£150.00) to apply for the Level 2 Certificate in IT User Skills (Qualification No. 600/5670/8).

### The IT Essentials – Level 2 (RQF) Course consists of the following lessons:

#### • Lesson 1 – IT Fundamentals

This lesson is designed to provide you with an introduction to IT User Fundamentals.

The following topics are covered: Introduction to Computers; Hardware and Software; Using Windows 10; Organising Files; Managing Files; Information Networks; Health & Safety; Lesson Review & Quiz; and Assignment 1 – File Management Exercise.

#### • Lesson 2 – Word Processing

This lesson is designed to provide you with an introduction to using Word Processing Software.

The following topics are covered: Introduction; The Microsoft Word Application; Document Creation; Formatting Text; Word Objects; Mail Merge; Prepare Outputs; Lesson Review & Quiz; and Assignment 2 – Word Processing Exercises.

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## • Lesson 3 – Spreadsheets

This lesson is designed to provide you with an introduction to using Spreadsheet Software. The following topics are covered: Introduction; The Excel Application; Cell Basics; Managing Worksheets; Formulae and Functions; Formatting; Charts; Preparing Outputs; Lesson Review & Quiz; and Assignment 3 – Excel Exercises.

## • Lesson 4 – Database Software

This lesson is designed to provide you with an introduction to using Database Software.

The following topics are covered: Introduction; Using the Access Application; Database Tables; Retrieving Data; Database Objects; Preparing Output; Lesson Review & Quiz; and Assignment 4 – Access Exercises.

## • Lesson 5 – Presentation Software

This lesson is designed to provide you with an introduction to using Presentation Software.

**The following topics are covered:** Introduction; Using the PowerPoint Application; Developing a Presentation; Inserting Text; Inserting Charts; Graphical Elements; Preparing Outputs; Lesson Review & Quiz; and Assignment 5 – Build a Presentation.

## • Lesson 6 – Internet & Email

This lesson is designed to provide you with an introduction to using the Internet & Email.

**The following topics are covered:** Introduction; Web Browsing Concepts; Web Browsing; Web Based Information; Communication Concepts; Using Email; Lesson Review & Quiz; and Assignment 6 – Blog Software Research Project.

## • Lesson 7 – Improving Productivity

This lesson is designed to provide you with an introduction to Improving IT Productivity.

**The following topics are covered:** Introduction; Using IT Systems; Selecting IT Systems; Reviewing IT Systems; Improving Productivity; Lesson Review & Quiz; and Assignment 7 – Productivity Review.

## • Lesson 8 – IT Security

This lesson is designed to provide you with an introduction to IT Security from a user prospective.

**The following topics are covered:** Introduction; System Performance & Security; Information Security; Technology Security; Guidelines & Procedures; Data Security; Lesson Review & Quiz; and Assignment 8 – Write a Security Policy.

### Prerequisites:

Students should be 13 Years or over and should be able to comfortably use a computer and navigate the Internet. The course focuses on Microsoft Windows 10 and Microsoft Office 2019/365 or earlier, and students will require their own versions of appropriate software. Earlier versions of Windows and Microsoft Office can be used, although some instructions may be different for the earlier versions of the software.

**Please Note:** The course covers the use of Microsoft Windows and Microsoft Office (PC Versions) and is designed for use on a PC. It will be possible to view the course materials using an Apple Mac although the information within the course will be specific to Windows based software.

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## Assessment:

Students will be assessed through project-based assignments which will require them to demonstrate skills taught within each lesson. There is an assignment for each unit within the course.

## Course Duration & Support:

Students may register at any time and have access to the course materials online for a 1 year period. Email support is available for the full period of your study.

## Qualification:

The course leads to our IT Essentials – Level 2 Certificate of Completion. This is our own Certification and is not a nationally recognised qualification. Students wanting to gain the Open Awards IT User Skills – Level 2 Certificate Qualification can pay the required accreditation fee of £150.00 to be entered for this qualification.



This qualification has been accredited on the Regulated Qualifications Framework ([Qualification Code: 600/5670/8](#)). This is a Level 2 Certificate Qualification with 32 Credits.

The course measurable learning outcomes have been benchmarked at Level 2 (using Ofqual's RQF level descriptors) to allow you to consider the depth of study, difficulty, and level of achievement involved.

You can find further information on qualifications/certificates and their levels on the Ofqual Qualification & Credit Framework level descriptors page.

The certification is issued through Open Awards. Open Awards are an Awarding Body Organisation approved by Ofqual. Set up in 1981, Open Awards (Previously the North West Region of the National Open College Network - OCNNW) have been in business for over 30 years and are a not for profit organisation and a registered charity.