

Improving Productivity using IT Level 1

Module Goals

Candidates must demonstrate that they can apply their relevant skills and knowledge to develop a specified outcome, product or solution. The candidate must independently determine, select and apply the necessary IT tools and techniques to achieve their goal.

The assessment design must cover the following aspects:

- Objectives for using IT – understanding the context in which IT is to be used or the conditions that may affect the way IT is to be used; understanding what outcome needs to be developed, and the expectations and requirements that the outcome must meet;
- Application of IT skills and knowledge – understanding what is involved in a piece of work and the best way to get it done;
- Evaluation of the use of IT – being able to evaluate the strengths and weaknesses of the use of IT, including identifying improvements to inform future work.

Module Chapters

1. Planning a Solution
2. Creating a Solution
3. Reviewing & Adapting

Additional Course Information

Estimated learning time: 20 hours

Versions available: 2010, 2013

Examinations: 1 hour, mock test available

Course style: Book based learning

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Progression Options

Flexible Certificate in IT User Skills Level 1

Word Processing Level 1

Spreadsheets Level 1

Presentations Level 1

Databases Level 1

Award in IT User Skills (ECDL Essentials)

Security for IT Users Level 1

Computer Essentials Level 1

Online Essentials Level 1



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