

Certificate / Diploma for IT Users (CLAiT)

The CLAiT Level 1 Certificate and Diploma courses are for people who wish to gain a nationally recognised qualification in computing. In order to qualify for the Certificate you must successfully complete and pass three units; to gain the Diploma you must successfully complete and pass five units.

All students doing the Certificate and Diploma undertake a mandatory unit – File Management and e-Document Production and then choose from a set of optional units. These units are:

- creating spreadsheets and graphs (Excel);
- database manipulation (Access);
- e-Publication Creation (Publisher);
- Create an e-Presentation (PowerPoint)
- online communication

The course uses Microsoft Office suite of programs which are used extensively in working environments and the home.