

Certificate / Diploma for IT Users (CLAiT Plus)

This is a level 2 qualification aimed at people who wish to further their skills in using Microsoft Office software. Prior completion of the Level 1 Certificate or Diploma is beneficial if you wish to do this course. 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 – Integrated e-Document Production and then choose from a set of optional units. These units are:

- manipulating spreadsheets and graphs (Excel);
- creating and using a database (Access);
- e-Publication design (Publisher);
- Design an e-Presentation (PowerPoint)
- Electronic communication

The course uses the Microsoft Office suite of programs which are used extensively in working environments and the home. It is also possible to gain this qualification by taking Microsoft's own online examinations. We are a testing centre for Microsoft Office 2003. For more information on Microsoft Office Exams, please access www.microsoft.com/learning/mcp/officespecialist