CRAVEN COLLEGE

COMPUTING & IT
INFORMATION TECHNOLOGY LEVEL 2 CERTIFICATE, EXTENDED CERTIFICATE & DIPLOMA

OVERVIEW

The Level 2 Certificate, Extended Certificate and Diploma in IT has been designed to provide students with the knowledge, skills and understanding of the industry necessary to progress to many University courses and job placements.

It provides an opportunity for those who have an interest in Computing to explore, develop and test their technical skills within a wide range of units and opportunities for practical and project-based work to help students gain an insight into technological change, global IT infrastructure and legal and security considerations.

All units are 100% internally assessed, based on assignments that mimic real world examples, where learners can create various technical solutions such as Websites and Digital Graphics.

COURSE DELIVERY & CURRICULUM

SEMESTER 1

Unit 1 | Communication in the IT Industry

Unit 2 | Working in the IT Industry
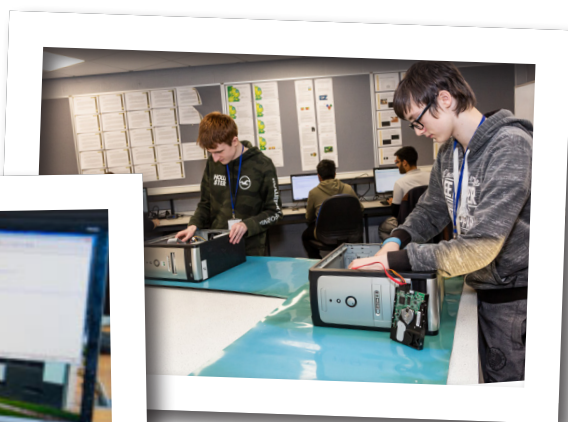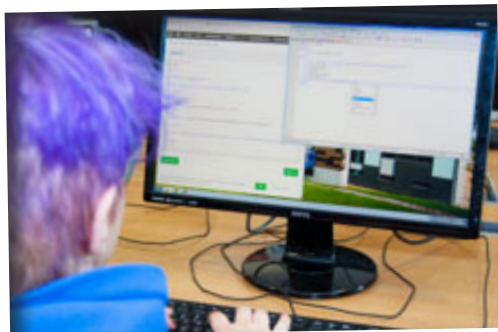
Unit 23 | Spreadsheet Modelling

Unit 9 | Website Development

SEMESTER 2

Unit 21 | Doing Business Online

Unit 12 | Presenting Information using IT

Unit 10 | Computer Graphics

COMMUNICATION IN THE IT INDUSTRY

This unit identifies the different IT tools available for safe and secure communication and exchange of information within an organisation. You will consider approaches and adapt the way they communicate, depending on their audience. This unit will prepare you to effectively use various communication channels, within a working environment.

WORKING IN THE IT INDUSTRY

You will investigate the types of job roles available in the IT industry and what the industry are looking for in a prospective employee. This unit will prepare you with the knowledge of their realistic career prospects. You will have a greater understanding of the qualifications required for a selected IT job role. The unit will allow you to focus on what jobs are available and what characteristics they will need to secure that job. You will also be aware that jobs will be far afield and not in their local town.

SPREADSHEET MODELLING

This unit will provide you with the skills required to create a spreadsheet model, use simple and complex formulae and functions correctly and carry out testing to ensure that your spreadsheet model is appropriate. This unit will also help you to understand how to present data by creating graphs and charts and the types of information that should be included in the user documentation.

WEBSITE DEVELOPMENT

Design, create and test a fully functioning website to meet a client's specification, while also providing the basic knowledge of the components that aid web accessibility

DOING BUSINESS ONLINE

Gain the knowledge to understand the different online business activities, what is involved in planning to set up an online business and any risks involved with this. You will understand the operational and financial issues around setting up and running an online business and how a small business can benefit from having an online presence.

PRESENTING INFORMATION USING IT

This unit allows you to understand what software is available to produce different documents and what different documents are used for. You will be able to produce appropriate documents for differing audiences and be able to review them. Understand how documents are used in business and how these documents change depending on the audience they are aimed at.

COMPUTER GRAPHICS

Gain the knowledge of hardware and software required to work with computer graphics. It will also guide you in the skills needed to create and use appropriately your own graphics. The aim of the unit is to give you experience and understanding of the hardware and software needed to create and edit computer graphics for a range of purposes.

WORK BASED LEARNING

As part of the course, a week is set aside each year to engage in work based learning. During this week, you are given specialist guest lectures, trips out and various industry based activities that show the students how their skills developed in their course can be used in the wider world.

OTHER ACTIVITIES

PLACES THAT WE VISITED 2018/19:

- Bradford Media Museum
  (Level 1 & 2, Level 3 x 2 trips)

PLACES WE WANT TO VISIT IN THE FUTURE:

- National Computing Museum

GUEST TALKS (ABOUT):

- Working in the IT Industry
- Preparation for progression after College
- Culture and Diversity

ENTRY REQUIREMENTS

- Level 1 Vocational Qualification in IT
OR
- English/Maths Grade D or above
OR
- 4 GCSE's Grade 9-3 (A-D)

Alternatives are available on a case by case basis that can be discussed with Teaching Staff

PROGRESSION

Completing the Level 2 qualification in IT will allow you to progress onto other Level 2 Courses at a higher level (e.g. Level 2 Diploma), progression on to other Level 2 courses offered at Craven College, Level 3 IT courses offered at Craven College and other non-academic options.

During this time, you will also be able to work on obtaining Maths and English GCSE's with Craven College.

Craven College

Enriching lives through learning