

2018

IT Courses



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ITEC Learning Technologies Limited operates as a non-profit making Company Limited by Guarantee, governed by a Board of Directors, and provides high quality training and assessment for people of all ages, including:-

- Apprenticeships with IT (as a specialism), Business Administration and Customer Service
- Flexible training courses for employers and learners through the ITEC's Flex-ITEC facility
- Courses tailored to meet company and individual needs either funded or on a commercial basis
- Higher level IT programmes through the Microsoft Academy, and CompTIA
- Support Government-funded and Business Link initiatives, particularly in IT
- Competitively priced value for money services
- Training and support for employers and individuals to improve their IT capability

MISSION STATEMENT

“To be the No.1 choice within the Thames Gateway South Essex” for:

- People of any age wanting to undertake ICT training, qualifications or an apprenticeship
- Employers wanting to purchase training, nationally recognized qualifications or looking to provide an apprenticeship scheme

ITEC was set up by Basildon District Council in 1983 with the principle objective of providing information technology training for the benefit of the Basildon District. Training commenced in February 1984, since which time provision has developed to offer a comprehensive service in public and private sector training for employers and learners across the Thames Gateway South Essex. Continuous Improvement achieved by:

- Annual investment programme to ensure all facilities and equipment are maintained to the highest standard with up to date technology
- A Board of unpaid Directors representing local employers
- Employment of qualified staff with proven industrial experience whose knowledge is maintained through a continuous development programme
- Quality control comprising of a Quality Management Manual and annual self-assessment based on 3 audits and learner and employer feedback
- Active participation in local employer groups and business networking partnerships
- Provision of free car parking for around 60 vehicles including reserved spaces for Disabled Badge holders
- Provision of a safe and healthy learning environment
- Commitment to equality of opportunity
- A ratio of staff to learners that ensures learners receive maximum support
- Provision of a varied and flexible approach to the delivery of teaching, learning and assessment
- A working environment that encourages and promotes involvement in the development of services by staff, stakeholders, learners and employers
- A commitment to provide cost effective but quality training that meets the needs of the employers within the Gateway region

Start IT

Course Title:	Start IT
Qualification you will achieve:	Entry level 3 Award/Certificate for IT Users
Course Code:	
Length of Course:	35 hours
Entry Requirements:	None

About the course:

Perfect for people with no previous skills in IT
Learners can master basic IT skills in just 35 hours

Flexible attendance with sessions available
Several times a week

Regular attendance required

One 3-hour session per week for 10 weeks

Learn:-

- Word Processing
- IT Fundamentals
- The Internet and World Wide Web
- Using email and the Internet



Learners who complete this qualification will obtain the entry level 3 ITQ award or Certificate

Awarding Body:	City & Guilds
Method of assessment:	Online Testing and Assessment
Next start date:	Weekly
Cost of course:	£255.00

BCS ECDL essentials Level 1 ITQ

Course Title:	Level 1 ITQ
Qualification you will achieve:	BCS ECDL Essential ITQ level 1
Course Code:	
Length of Course:	60 hours
Entry Requirements:	Basic computer user skills

About the course:

ITQ 1 is a level 1 qualification that has been designed to give users a basic introduction to computing with relevant skills in using the basic tools required for an IT user today.

- Word processing
- Spread sheets
- Improving Productivity using IT
- PowerPoint
- Sage



Learners who complete this qualification will obtain the level 1 BCS ITQ award

The exams are available onsite (1 sitting of each exam included in the fee).

Awarding Body:	BCS	Qualification:	Level 1 ITQ
Method of assessment:		Online Testing	
Next start date:		Weekly	
Cost of the course:		£270.00 + any exam re-sit	

European Computer Driving Licence (Extra)

Course Title:	ECDL Extra
Qualification you will achieve:	ECDL Extra level 2 certificate
Course Code:	
Length of Course:	48 hours
Entry Requirements:	ECDL Essentials or equivalent

About the course:

ECDL Extra is a full level 2 qualification designed to assess the core applications that a user requires.

- Word Processing Software
- Spreadsheet Software
- Presentation Software
- Improving Productivity using IT



This qualification provides the candidate with a full level 2 qualification completion of this qualification will meet the requirements of the national funding objectives at level 2 and is recognised by employers.

The exams are available onsite (one sitting of each exam included in the fee).

Awarding Body:	BCS	Qualification:	ECDL Extra
Method of assessment:			Online Testing
Next start date:			Weekly
Cost of the course:			£325.00 + any exam re-sit

Introductory PC Technician

Course Title: Certificate in IT Systems Support – PC Maintenance

Qualification you will achieve: City and Guilds level 1

Course Code:

Length of Course: 2 weeks 2 days per week

Entry Requirements: Basic understanding of how computers work

About the course:

The course provides an entry point into the world of PC hardware and software maintenance. It is an ideal starting point for those who have an interest in PC maintenance and repair.

The course covers a range of subjects including:

- Customer Support in the IT Environment
- Computer Hardware
- Maintenance and Fault Diagnosis of IT Systems
- Testing IT Systems
- Installing Software



Awarding Body: City and Guilds Qualification: City and Guilds level 1

Method of assessment: The core module is assessed with an externally set and marked assignment

Next start date: TBA

Cost of the course: £295.00

Progression routes:

You may progress to higher level qualifications such as the CompTIA A+

CompTIA A+ PC Technician

Course Title:	CompTIA A+ PC Support Technician
Qualification you will achieve:	CompTIA A+ Technician*
Course Code:	9193
Length of Course:	16 weeks (one day per week)
Entry Requirements:	Basic computer configuration skills

About the course:

The CompTIA A+ certification is the international industry credential that validates the learner has the knowledge and skills needed to install, configure and troubleshoot computer hardware, operating systems, security and services.

The technology community identifies CompTIA A+ as the perfect entry into an ICT System Support career. Top technology companies including Microsoft, Novell, Cisco, Compaq, Lotus and 3Com recognise CompTIA A+ as part of their certification track.

The CompTIA A+ PC Support technician (602) exam is targeted for individuals who work or intend to work in a mobile or corporate technical environment with a high level of face-to-face client interaction. Examples job roles include: IT Administrator, Field Service Technician, PC Technician. Ideally, the CompTIA A+ PC Support technician has already passed the CompTIA A+ Essentials examination.

*N.B. Learners who pass both CompTIA A+ Essentials and the PC Support Technician (802) will be CompTIA A+ certified with the IT Technician designation.

Awarding Body:	CompTIA	Qualification:	A+ Technician*
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Method of assessment:	Online Testing
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Next start date:	Follows on from above
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Cost of the course:	£800.00 + exam fees**
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**The exams are available onsite in our professional examination facility.

CompTIA Network+

Course Title:	CompTIA Network+
Qualification you will achieve:	CompTIA Network+
Course Code:	9062
Length of Course:	7 weeks 1 day per week
Entry Requirements:	CompTIA A+ or MCDST

About the course:

The CompTIA Network+ certification is the worldwide standard for professionals in network support or administration.

A Network+ certification demonstrates your technical abilities in networking administration and support, and validates your knowledge of media and configuration, protocols and standards, network implementation and network support.

Awarding Body: CompTIA	Qualification:	Network+
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Method of assessment:	Online Testing
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Next start date:	TBA
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Cost of the course: £600.00 + exam fees**

**The exams are available onsite in our professional examination facility.

Microsoft Technology Associate (MTA)

The fundamentals of IT

Microsoft Technology Associate (MTA) is a recommended entry point into IT certification and job preparation. Pass just one exam and you'll earn a certification, taking your first step toward a career in technology. If you are just starting your IT career path or are looking to enhance your understanding of IT fundamentals, MTA will validate your core knowledge. MTA is an industry-recognized certification for those pursuing a career path in IT infrastructure, using Microsoft technologies.

MTA IT Infrastructure track—for those intending to build a career in desktop or server infrastructure or private cloud computing:

Title	Training	Exam	Certification earned by passing any one exam
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Windows Server Administration Fundamentals
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365

365

Microsoft
Technology Associate

Networking Fundamentals

366

366

Security Fundamentals

367

367

Awarding Body: CompTIA

Qualification:

MTA

Method of assessment:

Online Testing

Next start date:

TBA

Cost of each course: £500.00 + exam fees**

MCSA: Windows Server 2012


Solutions Associate

The skills for your professional career

Show that you have the primary set of Windows Server 2012 skills, relevant across multiple solution areas in a business environment, to reduce IT costs and deliver more business value. (New to IT? Learn about MTA certification for new entrants.)

Earning an MCSA: Windows Server 2012 certification will qualify you for a position as a network or computer systems administrator or a computer support specialist.

Heard about the coming Windows Server 2012 R2 updates? Read the FAQs to find out how we are updating our certifications.

Step	Title	Optional training	Required exam	Certification earned
1	Installing and Configuring Windows Server 2012	410	410	
2	Administering Windows Server 2012	411	411	
3	Configuring Advanced Windows Server 2012 Services	412	412	

Awarding Body: Microsoft

Qualification: MCSA

Method of assessment:

Online Testing

Next start date:

TBA

Cost of the course:

£500.00 each course + exam fees**



Computerised Accounts

If working in accountancy interests you this computerised accounts course is perfect for you. Understanding and being able to use accountancy software is essential for working in Accounting.

This course covers the foundation functions, intermediate processes and advanced concepts of the Sage 50 Accounts software. The course gives you the skills you need to be able to use the accountancy software.

On completion of this course delegates will receive a :



Level 1 and
Level 2

Prices for Sage \training are

Level 1 excluding exam fees £295.00

Level 2 excluding exam fees £395.00



Computerised Accounts Course

Working in accountancy or bookkeeping is your dream job?

The computerised accounts course could be just what you are looking for. This course gives you the knowledge and skills you need to fully operate the Sage 50 Accounts software in order to perform in an accounting and bookkeeping role.

The computerised accounts course is focused on how to fully use the Sage 50 Accounts software covering levels 1, 2 and 3. Whether you are looking to go into further education, improve your job prospects or expand your knowledge, this computerised accounts course is flexible and convenient. The course will allow you to fully understand how to use the sage software. The fully comprehensive course can be accessed via distance learning, so no previous experience or prior knowledge is required.

The course is designed to help learners understand the Sage 50 Accounts software.

Sage is regarded as the leading provider of accountancy software and is used by thousands of companies across the UK. Gaining a City and Guilds and a Sage qualification is ideal to showing employers that you are certified to use the software.

What is Sage Certification?

You can get Sage Certification by simply passing a short online exam. This is designed to test your new skills using Sage software. You can get Sage Certification for Sage 50 Accounts, Sage 50 Payroll and now Sage Instant Accounts software. If you want to prove you're an experienced Sage software user, Sage Certification is the ideal next step in your training development.

What should I expect?

Exams last one hour and, as it's online, you have the convenience of taking it at your desk at a time that suits you. The test includes drag and drop scenarios, multiple choice questions and simulations on using your Sage software.

Level 1: Getting started with Sage 50 Accounts

- Use shortcut keys and navigate around your software
- Deal with company settings and access rights
- Backup, restore and check your data
- Configure the chart of accounts
- Create and maintain nominal records and budgets
- Prepare, plan and post opening balances
- Set up customer & supplier details
- Work with bank, cash, credit card payments and receipts
- Post invoices and credit notes
- Record customer receipts and disputed items
- Post payments, match credit notes and payments on account
- Post journals
- Check and correct transactions

Level 2: Core functionality of Sage 50 Accounts

- Perform a bank reconciliation
- Apply search criteria, multiple searches and wild cards
- Review the ageing frequency on outstanding invoices, age invoices and produce ageing reports
- Understand the different types of customer correspondence
- Flag invoices in dispute, write off customer or supplier transactions and adjust VAT accordingly
- Set up and process recurring transactions, prepayments and accruals
- Set up and post depreciation and dispose of an asset
- Deal with VAT returns and run the year end
- Produce profit and loss, balance sheet, budget reports, departmental reports and transfer basic information to Microsoft Excel and Word
- Understand and interpret the results from your management reports

Qualifications City and Guilds with the option of completing



The Computerised Accounts course for Sage 50 Accounts will assess learners at Basic (Level 1), and Intermediate (Level 2)

On completion of each level learners will take an online final assessment. After passing all three tests learners will receive our certificate of completion in Computerised Accounts for Sage 50 Accounts at the basic, intermediate and advanced level. Taking a course in Sage 50 Accounts will improve your confidence with the software and you will be competent in all key areas of accounts.

Course Duration

Each computerised accounts course will take approximately 60 hours of study to complete. You can start at any time and allow 10-12 weeks for completion (based on 3 sessions per week) so you can study at your own pace.

This is only an approximate figure and is dependent upon how much time you can dedicate to your studies and how well you grasp the learning concepts in the course material.

Students will have access to the tutor support services during the class time.

Training Facilities:

ITEC benefits from a welcoming and friendly atmosphere that enables learners to relax and enjoy their learning experience with support from our professional staff and qualified trainers. The centre is all on one level and offers full facilities for disabled learners.

The centre is open Monday to Friday 9 am to 5pm and one evening a week until 9pm (Tuesdays).

Refreshments:

The ITEC provides vending facilities in the Dining Room for hot and cold drinks and cold snacks. The dining area also includes a fridge, microwave, hot water and filtered drinking water for your use. Food is available from the catering delivery service or from local amenities.

Car Park Facilities and Travel Information:

The ITEC has a large free car park with designated parking for disabled drivers.

From the A127:

Take the Wickford/Basildon Junction and head towards Basildon on the A132. Go straight across the junction for the Sainsbury's Supermarket and then straight across the next roundabout. Approximately 50 yards from the roundabout exit is a slip road on your left. This slip road will take you into Burnt Mills Road and we are approximately 200 yards on your left.

From the A13:

Take the Pitsea/Basildon Junction and head towards Basildon on the A132. Go straight across the first roundabout. Turn right at the second roundabout towards the Watermill Pub and Premier Inn. At the small roundabout turn left into Burnt Mills Road. Follow the road round and as you come out of the right hand bend we are approximately 200 yards on your left.



Training Programmes Available:-

MCSA
Windows 10

Windows Server 2012
Office 2016

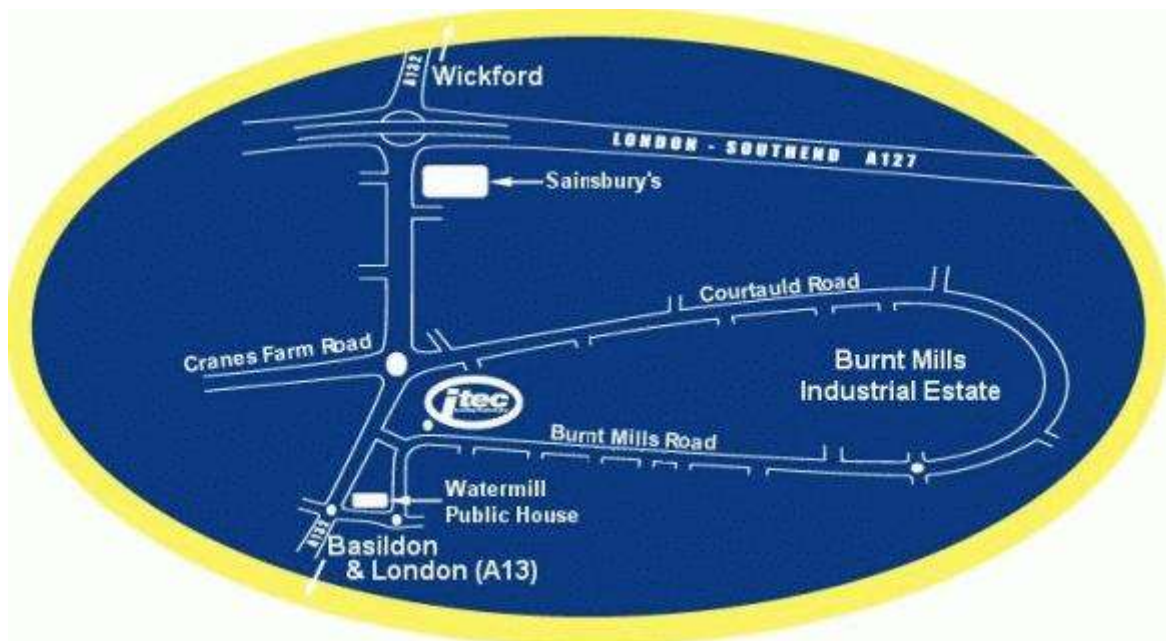
MCTS
Office 2016

Apprenticeships in ICT, Business Administration and Customer Service

Full time PC Technician Programmes (18 months covering CompTIA A+, N+, Windows 10 and 2012 server)

*subject to eligibility

VUE and Prometric exams



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