

CLAIT INTERNATIONAL



EQUIPPING LEARNERS WITH THE BROAD RANGE OF TRANSFERABLE SKILLS NECESSARY TO MEET THE DEMANDS OF THE MODERN WORKPLACE .



Takes account of recent software developments and provides greater flexibility, ease-of-use and relevance thereby improving efficiency and productivity in the workplace.

Developed to recognise the skills, knowledge and understanding of IT users whether in employment, education or training.

Revised to ensure all unit content is current and in line with the knowledge, skills and understanding expected by employers .

Enrol now or call for a free consultation ▶▶▶

- File Management and e-Document Production
- Creating/Manipulating Spreadsheets and Graphs
- Database Manipulation
- e-Publication Design
- Design an e-Presentation
- e-Image Manipulation
- Web Page Creation
- Online Communication

CompTTEC

11 The Square, 111 Broad Street,
Birmingham B15 1AS, UK
0121-270 9475; 0770 890 7992

admin@compttec.org;
www.compttec.org

Units are available from Level 1 to Level 3, helping you to develop core IT skills at each stage.

