## COMPUTER & INFORMATION TECHNOLOGY SKILLS - Level 1
*(Equivalent to the former OCR CLAiT Level 1 qualification)*

- Are you a beginner with the computer, or only have a basic knowledge, and wish to boost your IT confidence?

- Do you want to learn the basics, increase your knowledge and get a recognised qualification?

If the answer to either of the above is "*yes*", why not consider this qualification?

Computer & Information Technology Skills Level 1 provides an opportunity for you to develop and improve your computer skills.

You can opt just to achieve a single unit if, for example, you wish to develop your skills and knowledge of a particular software package. Alternatively, you may opt to work towards a Certificate or Diploma. For the Certificate level, you must achieve three units; for the Diploma you must achieve five units – both these options must include the mandatory unit.

### How will Computer & Information Technology Skills benefit me?

- **Recognised** - you will receive Centre Certificates to recognise your achievements along the way.

- **Relevant** - the training is relevant to the work environment.

- **Individual** - you can learn at your own pace and take as long, or as short a time as you need – there are no time constraints and you can choose to undertake just one unit, or any number of units in any combination, and in any order. *(More details about the units overleaf)*

- **Progression** – can help to enhance your career, assist you to get back to work or simply enable you to do something new.

*Further details about the units:-*

- File Management and e-Document Production
  *(mandatory if working towards Certificate or Diploma)*:
  - Create and edit simple documents using **Word**©
  - Understand basic formatting and text manipulation
  - Print documents
  - Create storage locations (folders) for files

- Creating Spreadsheets and Graphs:
  - Create, edit and format simple worksheets in **Excel**©
  - Use formulae
  - Produce graphs and charts

- Database Manipulation:
  - Use, edit and retrieve information from an **Access**© database
  - Create queries and searches
  - Produce reports

- e-Publication Creation:
  - Set up and create a publication in **Publisher**©
  - Import and manipulate text and images
  - Prepare for publication

- Create an e-Presentation:
  - Enter, edit and present visual information using **PowerPoin**t©
  - Use basic formatting and design tools
  - Produce printed handouts etc.

All the Units are assessed by means of an assignment undertaken over a period of about 2½ hours in total, which needs to meet all the criteria for the Unit. Successful completion of an assignment would result in you being issued with a Centre Unit Certificate confirming that you have studied to the same standard as the former OCR Level 1 qualification. Unsuccessful assignments can be re-taken.

**What next?**

Please contact us to discuss if this training is for you, and if so, which Unit(s) you wish to undertake. We can also advise you on methods of study and costs etc.

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