

COMPUTER & INFORMATION TECHNOLOGY SKILLS - Level 2

(Equivalent to the former OCR CLAiT Level 2 qualification)

- Do you already have some basic Microsoft/computer skills and experience?
- Are you looking to extend your skills and proficiency?

Computer & Information Technology Skills Level 2 provides an opportunity for you to develop, improve or advance your computer skills.

You can opt just to achieve a single unit if, for example, you wish to increase 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 just one unit, or any combination in any order.
- **Progression** – can help to enhance your career, assist you to get back to work or simply enable you to do something new.

At Level 2, we currently offer the following Units:

- File Management and e-Document Production
(mandatory if working towards Certificate or Diploma):
 - Use **Word**® to create, edit and display a variety of business documents integrating data from a variety of sources
 - Use mail merge facilities
 - Create secure storage locations for files
- Creating Spreadsheets and Graphs:
 - Create, edit and present data using **Excel**®
 - Create complex formulae and functions
 - Link live data across spreadsheets
 - Present data using graphs and charts

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- Database Manipulation:
 - Create a database using **Access**®; edit and retrieve information
 - Interrogate data using multiple search criteria
 - Plan, produce and format reports in a variety of formats

- e-Publication Creation:
 - Produce professional publications using **Publisher**®
 - Set up and use a master page to a design brief
 - Import and manipulate text and image files
 - Prepare a publication for press

- Create an e-Presentation:
 - Design a presentation using **PowerPoint**®
 - Set up a master slide and insert and manipulate data.
 - Animate and control a presentation
 - Save, print and produce support documents

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 2 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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