



## OCR Functional Skills Qualification in ICT at Entry Level 2

Course Title	<b>OCR Functional Skills Qualification in ICT at Entry Level 2</b>
Duration	9 weeks (full day) plus one week enrolment or 18 weeks (half days) plus one week enrolment
Venue/Times	Tameside ACE, Stamford Chambers, 68 Old Street, Ashton under Lyne, OL6 7RX  Monday morning 9.30-12.00pm Thursday afternoon- 1.00-3.30pm
Entry requirements	It is desirable to have either completed the Start IT course or to be able to use a keyboard and a mouse.  Minimum of E3 English
Main objectives	Learners who achieve this qualification will have ICT skills, knowledge and understanding to carry out simple, familiar tasks: <ul style="list-style-type: none"> <li>➤ create and edit word processing documents</li> <li>➤ save and organise your work</li> <li>➤ search and surf the internet</li> <li>➤ send and receive e-mails</li> <li>➤ identify ICT based environmental hazards</li> <li>➤ work safely whilst using ICT based communication</li> </ul>
Method of study	Workshop-based class
Materials required	All learning materials provided. Bring a pen and paper to make notes.
Assessment methods	These qualifications are internally assessed by the centre and externally moderated by OCR. The Assessment will last up to 2 hours and will result in either a Pass or a Fail.
Possible progression routes	You will also have the opportunity to progress to a higher level course in computer skills, for example ITQ Level 1
Fees	<b>Free</b> if in receipt of some benefits <b>Full Fee</b> £137
Contact for information	<b>Tel: 0161 342 4063</b>

