



## QCF iTQ Level 1

Course Title	<b>QCF iTQ 2009 Level 1 Certificate in IT User Skills (OCR) Computer Literacy and Information Technology</b>
Please note	This course is available as a full qualification, or if you are unemployed, seeking work and in receipt of particular benefits, you may be able to study individual units of this course.
Duration	15 weeks
Venue/Times	Tameside ACE, Stamford Chambers, 68 Old Street, Ashton under Lyne, OL6 7RX Tuesday 9:30am–3.30pm or Thursday 9:30am–3.30pm
Entry requirements	<b>Entry Level 3/working towards Level 1</b> in using ICT <b>Level 1</b> English skills as you need to read and comprehend instructions and complete a written assessment on improving productivity using IT <b>Level 1</b> Maths skills if you chose spreadsheets as an optional unit
Main objectives	The aim of this qualification is to recognise the application of a range of IT user skills, knowledge and understanding and to allow progression to other qualifications.  To obtain the QCF iTQ Certificate at Level 1 you are required to achieve 13 credits (6 credits from the mandatory units and the remaining 7 credits from the optional units)  <b>Mandatory Units:</b> <ul style="list-style-type: none"> <li>➤ Improving Productivity Using IT (3 credits)</li> <li>➤ File Management and e-Document Production (Word 2010) (3 credits)</li> </ul> <b>Optional Units:</b> <ul style="list-style-type: none"> <li>➤ Creating Spreadsheets and Graphs (Excel 2010) (3 credits)</li> <li>➤ Database Manipulation (Access 2010) (3 credits)</li> <li>➤ e-Publication Creation (Publisher 2010) (3 credits)</li> <li>➤ Create an e-Presentation (PowerPoint2010 ) (3 credits)</li> </ul>
Method of study	Tutor taught workshop
Materials required	Please bring a pen and notepaper to take notes
Assessment methods	Learners are required to take an assessment for each unit as applicable
Possible progression routes	Allows progression to higher level courses: QCF iTQ 2009 Level 2 Certificate in IT User Skills (BCS-ECDL)
Fees	<b>Free</b> if in receipt of some benefits <b>Full Fee</b> £363
Contact for information	<b>Tel: 0161 342 4063</b>