Digital Literacy – OCR Entry Level Certificate

This qualification has been designed to assess basic computer concepts and skills so that candidates' knowledge, understanding and skills can be recognised. This increases confidence when using modern computer technology in everyday life and in the workplace.

There is a single test covering all the five elements of the Microsoft digital literacy curriculum.

SYLLABUS:

1. Computer Basics

2. The Internet and World Wide Web

3. Productivity Programs (Word Processing, Spreadsheets, Presentation, Databases)

4. Computer Security and Privacy

5. Digital Lifestyles

DURATION:

10 - 15 Hours

STUDY OPTIONS:

1. Centre Study The student attends the centre for sessions of 2 hours or longer. Throughout his/her time at the centre, a trained tutor closely supervises the student. This method of study allows instant access to help when it is required. The training centre provides a comfortable, distraction-free environment in which to study.

2. Distance Learning The student logs on to the study material remotely at any time of the day or night. A trained tutor provides assistance through telephone and/or email support (during normal office hours). This method of study allows the greatest flexibility for the student.

TESTING:

Act Training is approved by OCR to administer the final certification test. This testing must be carried out at our centre.

The cost of sitting the OCR test is **included** in the cost of providing the training support.

FEES:

For a limited time the package price for the training support **and** the cost of the test and certificate is just

£49

The use of multimedia-based training allows students to work at their own pace. Duration may therefore vary.