

## OCN London Sample Course Details

### Course Title

Improving Office Skills

### OCNLR Qualification Title

Title	Qualification No.	Credits	GLH
OCNLR Level 1 Award in IT User Skills	600/9333/X	9	60-75
Or			
OCNLR Level 1 Certificate in IT User Skills	600/9760/7	13	85-105

For the Level 1 Award, learners must achieve 6 credits at Level 1.

A maximum of 3 credits can be obtained from the Level 2 group of units.

For the Level 1 Certificate, learners must achieve 8 credits at Level 1, 3 credits must come from the mandatory unit 'Improving Productivity Using ICT'.

A maximum of 3 credits can be obtained from the Entry 3 group of units.

Click [here](#) for the Qualification Guide

### Selected Units from above qualification

	Unit Title	Unit Level	Credit Value	Unit Code
1	Improving Productivity Using IT	L1	3	<a href="#">CN0/1/LQ/001</a>
2	Data Management Software	L1	2	<a href="#">CM3/1/LQ/001</a>
3	Database Software	L1	3	<a href="#">CP2/1/LQ/001</a>
4	Desktop Publishing Software	L1	3	<a href="#">CO2/1/LQ/001</a>
5	Presentation Software	L1	3	<a href="#">CO5/1/LQ/003</a>
6	Spreadsheet Software	L1	3	<a href="#">CP3/1/LQ/001</a>
7	Word Processing Software	L1	3	<a href="#">CO1/1/LQ/001</a>