



OCN London Sample Course Details

Course Title

Improving Office Skills

OCNLR Qualification Title

| Title | Qualification No. | Credits | GLH |
|---|-------------------|---------|---------|
| OCNLR Level 2 Award in IT User Skills | 600/9338/9 | 10 | 70-75 |
| Or | | | |
| OCNLR Level 2 Certificate in IT User Skills | 600/9339/0 | 16 | 110-125 |

For the Level 2 Award, learners must achieve a minimum of 7 credits at Level 2.

A maximum of 3 credits can be obtained from the Level 1 and Level 3 groups of units.

For the Level 2 Certificate, learners must achieve a minimum of 10 credits at Level 2, 4 credits must come from the mandatory unit 'Improving Productivity Using ICT'.

A maximum of 6 credits can be obtained from units at other levels.

Click [here](#) for the Qualification Guide

Selected Units from above qualification

| | Unit Title | Unit Level | Credit Value | Unit Code |
|---|---------------------------------|------------|--------------|------------------------------|
| 1 | Improving Productivity Using IT | L2 | 4 | CN0/2/LQ/001 |
| 2 | Data Management Software | L2 | 3 | CM3/2/LQ/001 |
| 3 | Database Software | L2 | 4 | CP2/2/LQ/001 |
| 4 | Desktop Publishing Software | L2 | 4 | CO2/2/LQ/001 |
| 5 | Presentation Software | L2 | 4 | CO5/2/LQ/003 |
| 6 | Spreadsheet Software | L2 | 4 | CP3/2/LQ/001 |
| 7 | Word Processing Software | L2 | 4 | CO1/2/LQ/001 |