

## Courses

## Price

OCR Entry Level 3  
Using ICT

£60.00

OCR Level 1 New  
CLAIT Certificate

£70.00

OCR Level 1 New  
CLAIT Diploma

£120.00

ECDL Essentials

£90.00

ECDL Extra

£120.00

Advanced ECDL

£120.00

*(Per Module)*

Individual Units

£50.00

Level 2 Award  
in Text Processing

£100.00

Level 3 Award  
in Text Processing

£110.00

Level 2  
Medical Word Processing

£50.00

Level 1 Certificate  
in Bookkeeping

£120.00

SAGE Accounts

£90.00

## Contact Details

For further information contact  
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# FRCI

Fermanagh  
Rural Community  
Initiative

# COMPUTER TRAINING



## OCR Entry Level Certificate In Using ICT (Entry 3)

- Displaying Information Using ICT
- Using ICT to Find Information
- Communicating Information Using ICT
- Producing Charts Using ICT

## OCR NEW CLAIT

### *OCR Level 1 Certificate for IT Users*

Candidates must achieve the mandatory unit plus **TWO** optional units.

### *OCR Level 1 Diploma for IT Users*

Candidates must achieve the mandatory unit plus **FOUR** optional units.

#### *Mandatory Unit*

Unit 1: File Management & e-Document Production

#### *Optional Units*

Unit 2: Creating Spreadsheet & Graphs.

Unit 3: Database Manipulation.

Unit 4: e-Publication Creation.

Unit 5: Create an e-Presentation.

Unit 6: e-Image Creation

Unit 7: Web Page Creation

Unit 8: Online communication.

## European Computer Driving Licence (ECDL)\*

### **ECDL Essentials**

- Security for IT Users
- IT User Fundamentals
- Using Email and the Internet

### **ECDL Extra**

- Word-Processing
- Spreadsheets Software
- Presentation Software
- Improving Productivity Using IT

*\* Standard ECDL course also available*

## European Computer Driving Licence (ECDL) Adv.

- Word Processing
- Spreadsheets
- Database
- Presentation.

*Units can be achieved and certified individually.*

## OCR Text Processing (Business Professional)

- OCR Level 2 Award in Text Processing (Business Professional)
- OCR Level 3 Award in Text Processing (Business Professional)

*The above 2 levels are achieved by completing the following 2 units up of two parts.*

Text Production

Word Processing

- Level 2 Medical Word Processing (Optional Unit)

## OCR Level 1 Bookkeeping

- Posting to Accounts (Manual)
- Maintaining Ledgers (Computerised)
- Processing Sales and Purchase Documents (Computerised)

*All of the above courses can be tailored to meet individual needs. These courses recognise the skills, knowledge and understanding of IT users everywhere, whether in employment, education, or training.*