

## General Enquiries

Tel: 0300 300 0090

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## IT User Skills NOCN Level 2 Certificate

<b>Location</b>	Stockport Campus
<b>Duration</b>	1 year.
<b>Full/Part time</b>	Full-time
<b>Department</b>	Computing



## Course Overview

The NOCN is a vocationally related qualification, where learners develop knowledge and understanding by applying their learning and skills in a work-related context. Additionally, they are popular and effective because they engage learners to take responsibility for their own learning and to develop skills that are essential for the modern-day workplace. These skills include: team working; working from a prescribed brief; working to deadlines; presenting information effectively; and accurately completing administrative tasks and processes.

You will study Maths and English language alongside your IT qualification.

## Course Requirements

5 GCSEs at grade 3 including Maths and English language (or equivalent Functional Skills).

## Mandatory Units

The units to be studied may include:

- Improving Productivity Using IT
- Database Software
- Imaging Software
- IT Communication Fundamentals
- IT Software Fundamentals
- Optimise IT System Performance
- Presentation Software
- Set Up an IT System
- Spreadsheet Software
- Using Email
- Website Software

## Course Progression

Successful completion of this course gives students the grounding to progress onto a Level 3 course.

## **Course Assessment**

Successful completion of unit assessments.

## **Course Finance**

This further education course is free for all 16-18 year olds who are resident in the UK and the European Economic Area for the last 3 years. (You must be under 19 on 31st August in the calendar year that you start your course).

19+ learners - please contact the Customer Services Team on 0300 300 0090 for course and fee information.

## **Course Additional Information**

Full-time