

Level 2



CLAiT Plus 2006



**The Disabled People's
Electronic Village Hall**

**The Walsh Building,
Town Hall Way,
Dewsbury,
West Yorkshire,
WF12 8EE**

Contact Us: on 01924 453502

E-mail: enquiries@dp-evh.org.uk

Web: www.dp-evh.org.uk



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Level 2 (CLAiT Plus)

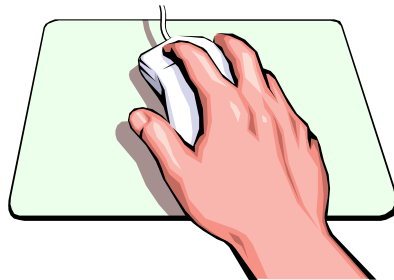
CLAiT Plus is designed to increase the student's productivity when using IT. Students can tailor the qualification to suit their own needs.

Students will be able to:

- Gain confidence through practical task assignments
- Become familiar with the most widely used software packages
- Explore the opportunities presented by the Internet
- Select units to suit particular needs
- Gain a nationally recognised qualification
- Progress on the route to CLAiT Advanced

What it covers:

- Unit 1 - Integrated e-Document Production
- Unit 2 - Manipulating Spreadsheets and Graphs
- Unit 3 - Creating and Using a Database
- Unit 4 - e-Publication Design
- Unit 5 - Designing a Presentation
- Unit 6 - e-Image Manipulation
- Unit 7 - Website Creation
- Unit 8 - Electronic Communications



In order to achieve the OCR Level 2 Certificate for IT users (CLAiT Plus), candidates must achieve the mandatory unit plus two optional units.

In order to achieve the OCR Level 2 Diploma for IT users (CLAiT Plus), candidates must achieve the mandatory unit plus four optional units.

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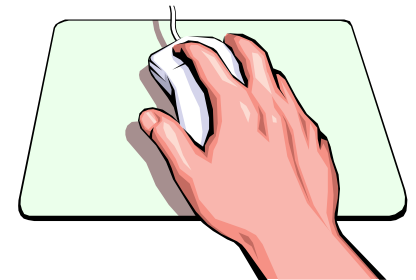
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