



Day:	Thursday
Time:	7.00pm-9.30pm
Start Date:	15 September 2011 34 Weeks
Numbers:	Minimum: 10 Maximum: 14
Course Title and Level :	The European Computer Driving Licence (ECDL) Level 1/2
Course Fee:	£ 325
Tutor:	Sheila Austin

Who is the Course for?

Do I need any prior experience? This is not a course for complete beginners. Some prior computer experience is required.

Will I need an Interview? No

What could I do next? A natural progression would be to ITQL2 once this course has been completed.

What are the aims of the course?

Course aim: ECDL improves a learner's understanding of computers opening up opportunities by providing a broad range of skills. The qualification is widely recognised by employers as a proof of IT user skills and competence. The ECDL qualification is broken down into two levels: ECDL Essentials and ECDL Extra. These can be taken individually to obtain single certificates or together to achieve the overall ECDL qualification.

ECDL Essentials is a Level 1 ITQ Award comprised of 3 units: IT User Fundamentals, Using Email & the Internet and Security for IT Users. ECDL Extra is a Level 2 Award with units in Word Processing, Spreadsheets and Presentation Software.

What will the sessions consist of?

The sessions will tutor demonstrations and explanations and plenty of opportunity to practice the skills introduced. Students will be given progressive practice papers to consolidate their learning and homework to be carried out between sessions.

The computers at Collyer's Learning Resource Centre can be used until 9.00pm on Monday to Thursday evenings if required.

How is the course assessed?

There is a timed assessment at the end of each module. Retakes are possible if necessary.

How can I prepare for the course?

Key Facts

The College uses Microsoft Office 2007.

**What Next?
Contact us**

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