

DURATION, DAY, DATE AND TIME OF THE COURSE:

6 months (41 hours), Monday 25 April with flexible study times in 2-hour sessions:

- Mondays 09:00 – 17.00
- Tuesdays 09:00 – 19:00
- Wednesdays 11:00 – 19:00

VENUE:

East Surrey College, Gatton Point, London Road, Redhill, RH1 2JX.

PRIOR KNOWLEDGE/SKILLS REQUIRED:

A basic knowledge of using a computer (i.e. internet, e-mail or Word) and basic typing skills.

WHAT QUALIFICATIONS WILL I GET?

Level 1 ITQ Award in IT User Skills.

COURSE DESCRIPTION:

A flexible course allowing students 41 hours in College. Students must attend College for at least 2 hours per week. The College is using Windows 10 and Microsoft Office 2016. The students will be using books for self-study, which are available to borrow from the College to be returned at the end of the module. There is always a tutor on hand for help.

UNITS/TOPICS COVERED:

- Security for IT Users – information security, viruses, confidentiality, security of networks, portable devices, guidelines and procedures
- IT User Fundamentals – setting up and configuring the operating system, file and folder management, system maintenance, price management, Health & Safety, security and legal requirements
- Internet & e-mail – surfing and searching online, navigating the web, saving, bookmarking and printing using the Internet. E-mail covers sending, receiving, forwarding messages, understanding jargon relating to e-mail communication and managing address books

TYPE OF ASSESSMENT:

Online assessments per module.

EQUIPMENT NEEDED:

Course books supplied by College on loan per module.

WHERE CAN IT LEAD?

Further ECDL courses at East Surrey College.

COURSE FEE:

£190 Standard Fee / £380 Full Fee

If you are 19+ on 31 August 2021 and meet the ESFA (Education & Skills Funding Agency) residency criteria, the standard fee will apply unless you qualify for free tuition.



The full fee will apply if you are aged 19+ on 31 August 2021 and you do not meet the ESFA residency criteria or if there is no Government funding for this qualification.

Contact Client Services for advice and guidance on funding and eligibility. Please be aware that there may be additional costs for materials.

WHAT TO DO NEXT:

If you have any outstanding queries please contact our Client Services team on 01737 788444 or at clientservices@esc.ac.uk.

To apply online for this course please visit www.esc.ac.uk.

Disclaimer:

Every effort has been made to ensure that the details contained in this leaflet are up-to-date and accurate at the time of printing. However, the College reserves the right to alter or cancel courses, their content, entry requirements, fees or other details should circumstances dictate.

Should you require this leaflet in a different format please contact Client Services on 01737 788444.

