

### **DURATION, DAY, DATE AND TIME OF THE COURSE:**

2 years (180 hours), Monday 25 April 2022 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.

### **ENTRY REQUIREMENTS:**

If you have already completed your ECDL and want to progress your skills, or if you are an IT Power User, ECDL Advanced may be the best qualification for you. ECDL Advanced allows you to demonstrate your higher level computer skills, showing employers that you are confident, competent and efficient.

### **WHAT QUALIFICATIONS WILL I GET?**

This is a Level 3 qualification resulting in a BCS Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) (QCF) qualification.

### **COURSE DESCRIPTION:**

A flexible two-year course allowing students 180 hours in College. Students must attend College for at least 4 hours per week. The College is using Windows 10 and Microsoft Office 2016 and students must have completed the ECDL Extra Level 2 Certificate or be able to show equivalent qualifications and may be required to take an assessment. Students must have a computer outside of College as there will be homework. The course requires a high level of commitment and personal motivation.

### **UNITS/TOPICS COVERED:**

- Word Processing (design, macros, tables, templates, security, field codes, mail merge, tables, editing)
- Spreadsheets (formatting, protection, comments, naming, templates formulas, functions, scenarios, pivot tables, macros, data tables)
- Databases (queries, relationships, forms, macros, controls, reports)
- Presentations (charts, multimedia, slide shows, linking, images)
- Improving Productivity using IT – a combination of all four modules

### **TYPE OF ASSESSMENT:**

Online assessments per module.

### **EQUIPMENT NEEDED:**

You will be using books for self-study (always a tutor on hand for help); these books are available to borrow from the College to be returned at the end of each module.

### **WHERE CAN IT LEAD?**

This is a Level 3 qualification resulting in a BSC Level 3 Certificate in IT User Skills (ECDL Advanced) (ITQ) (QCF) qualification. The course will give 40 UCAS points to anyone interested in topping up their UCAS points for progressing to university. ECDL Advanced allows students to develop their existing skills and expertise to support workplace demands and gives a high level qualification as proof of IT skills for their CV.



**COURSE FEE:**

£1,417 Standard Fee / £1,587 Full Fee.

If you are 19+ on 31 August 2021 and studying a Level 3, 4, 5 or 6 qualification, an Advanced Learner Loan may be available for this course. Please call Client Services on 01737 788444 for details or visit [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) for more information on how to apply.

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](mailto:clientservices@esc.ac.uk).

To apply online for this course please visit [www.esc.ac.uk](http://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.

