

# Extra IT User Skills (ECDL) Level 2 Certificate

## Course Code - BBMP1220XA

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

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

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

This course operates on a roll on roll off basis with new students starting each week.

### VENUE:

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

### ENTRY REQUIREMENTS:

This is part 2 of the ECDL Qualification. Students do not have to have completed ECDL Essentials to start this part of the course but need to have good basic skills. Candidates may also be required to attend an interview.

### WHAT QUALIFICATIONS WILL I GET?

Level 2 ITQ Certificate in IT User Skills (ECDL Extra).

### COURSE DESCRIPTION:

After passing assessments in 4 modules, you will achieve a Level 2 ITQ Certificate in IT User Skills (ECDL Extra). This is a flexible course, allowing the student 41 hours in College. Learners must attend at College for at least 2 hours per week. The College is using Windows 10 and Microsoft Office 2016 and learners will be using books for self-study (always with a tutor on hand for help). The books are provided by the College and are for the learner to keep.

### UNITS/TOPICS COVERED:

- Word Processing – from beginner to more advanced level, tables, mail merge, using pictures, tables, styles and formatting.
- Spreadsheets – creating worksheets, formatting, formulas, using charts and graphs, and setting up printing.
- PowerPoint – create a presentation, use slide layout and design, images, charts and graphs, formatting, colour schemes and backgrounds, learn how to prepare, check and deliver a presentation.
- Improve productivity using IT – you will demonstrate your ability to plan, evaluate and improve procedures involving the use of IT in daily work tasks, testing of this module is done using scenarios based on activities and you will have to show that you know the right software to use and the best way of getting the correct solution.

### TYPE OF ASSESSMENT:

Online assessments per module.

### EQUIPMENT NEEDED:

Course books supplied by College

### WHERE CAN IT LEAD?

- Further ECDL courses at East Surrey College or other Full-time IT or business courses.
- Employment within the sector.



**COURSE FEE:**

£362 Standard Fee / £908 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](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.

