

ECDL Level 1

You can choose 3 from the following modules:

- **Word Processing**
- **Spreadsheet**
- **Powerpoint**
- **Databases**
- **Using Internet & email**
- **IT Security for Users**
- **IT User for fundamentals Improving**

There is a 45 minute BCS exam at the end of each module

Do I need previous experience or qualifications to join the course?

You should be able to use the keyboard and mouse you should be able to use Microsoft Windows and menus, and be able to open and save files. Ideally you should have completed the Start Computing course. You will need a reasonable level of reading and writing in English. You will need to be able to understand written and spoken instructions and be able to read simple handouts.

What can I expect to learn?

- **How to use the basic functions of the computer operating system to**
- **Adjust system setting and use interface features**
- **Access system help functions—view basic system information**
- **Organise and store files and folders on appropriate storage media so that information is easy to find and retrieve**
- **Work safely and minimise physical stress how to minimise risks from computer viruses**
- **Keep information secure**
- **Perform routine maintenance to IT system show to handle routine IT problems**

Internet and Email

You will learn about appropriate connection methods to access the internet making the best use of browser software tools and techniques to search for, retrieve and exchange information using a browser or public search engine making the best use of email software tools and techniques to send, receive, organise and store messages safely, security and respect for others when working on-line.

Word Processing

Learn how to create a document and insert pictures and tables.

Spreadsheets

learn how to create a spreadsheet from scratch and sum a list of figures. How to create a simple function and graph.

PowerPoint

Learn how to create a presentation and add images as well as a table.

Databases

Learn how to create a database with tables, reports and forms IT security for users. You will learn about day-to-day security risks and the laws and guidelines that affect the use of IT appropriate methods to use

How will the course be delivered?

Each unit will be assessed by means of a BCS-set test. Security for IT Users will be assessed by a multiple-choice question theory test.

The remaining units are assessed by a mixture of multiple-choice questions and practical tasks on a PC.

Test papers are marked by the tutor and you will normally have results and feedback within 2 weeks of the test date.

What do I need to bring?

A pen, note pad and memory stick for the course files

What Should I do next?

After completion of this course you could progress to ECDL Level 2

Length of Study

Course Duration

Hours per week—2

No. Of Weeks—20

Terms—2

Course Cost—£300

Exam Fee—£24



The Chartered Institute for IT

Who can I talk to find out more?

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