

European Computer Driving Licence

(ECDL Extra) (ITQ) (QCF)

Level 2 certified computer qualification

ECDL is a Europe-wide qualification that enables people to gain a basic qualification in computing and to help them with their current job, develop their IT skills and enhance their career prospects.

The course is fast becoming the most widely recognised qualification in the field of work-related computer use because it is targeted at the full spectrum of the population and because of the support and monitoring of the organisations behind it.

ECDL will enable people to demonstrate their competence in computer skills. It covers the key concepts of computing and its major applications and their use in the workplace and society.

This Level 2 modular programme includes:

- *Word Processing*
- *Spreadsheets*
- *Presentations*
- *Improving Productivity Using IT*

The course requirement is that you attend **at least one** tutor supported session for individual tuition, guidance and feedback which is available on Tuesdays and Fridays.

During your course you will also be expected to study at home/work or during the available self-study sessions in the College's Learning Resource Centre.

The course includes:

- *Up to 60 hours of tuition for the full programme*
- *An individualised learning programme*
- *Self directed learning*
- *Email tutor feedback and support*

Once you have completed the Level 2 course you will be able to progress onto ECDL Level 3 (ask for Level 3 fact sheets).

(Times and availability detailed overleaf)

FAQ

Where do I go? Lowestoft College

When can I start?

(A initial interview will need to be arranged before enrolling).

Tutor workshops: Tuesday 9.15am to 12.15pm or 1pm to 4pm.

Friday 9.15am to 12.15pm or 1pm to 4pm.

How much is it going to cost me?

Full course: £365 + £50 exam registration and certification.

Total fees payable of £415.

Or

Private study: £18 per exam + £50 exam registration and certification.

All fees are payable in full prior to start of course/module.

Do I need to bring anything with me? Notepad and pen.

It is the policy of this College that all people are entitled to equality of opportunity in education and training. Please note that all the details on this factsheet were correct at the time of printing and may be subject to change.

If you would like a factsheet in larger print or alternative format, e.g. Braille or audio tape, please contact Study Skills Support on (01502) 525191