

ECDL Syllabus 5 at BAEC 2011-12

All courses are taught in Windows 7 and using Office 2007.

Please note that you will have to attend a pre-course interview/assessment prior to enrolling on these courses. Call the Widmore Centre to arrange this.

ECDL Essentials – level 1 Award £160

This course covers 3 modules:

IT Security for Users – network security, importance of passwords, viruses, information security, guidelines and procedures

IT User Fundamentals – operating systems, file management, maintaining systems, health and safety and other relevant laws

Web Browsing and Communication – using the Internet to surf and search, saving from online sites, email – sending and receiving messages, address books, online security.

312158 Kentwood Centre with Karen Beaumont

19/4/2012 – 5/7/2012 11 weeks Thursday morning evening 09.30-12.15

212630 Widmore Centre with Helen Hart

13/9/2011 – 6/12/2011 12 weeks Tuesday evening 19.00-21.30

ECDL Extra – level 2 Certificate £221

This course covers 4 modules:

Word Processing – formatting, editing, printing and working with objects, mail merge, tables and graphs

Spreadsheets – entering and formatting text and numbers, managing worksheets, formulas and functions, charts and printing

Presentations – developing a slide show, saving in various formats, formatting, adding text, images, charts and tables, applying transitions and animations and presenting the show

Improving Productivity using IT – this is a scenario based unit to demonstrate that you have the ability to plan, evaluate and improve procedures involving the use of IT tools and systems to improve the productivity and efficiency of tasks and activities.

312573 Kentwood Centre with Tracey Fawthrop

14/9/11 – 7/12/2011 12 weeks Wednesdays 09.30-14.30 – intensive course

311946 Kentwood Centre with Karen Beaumont

15/9/11 – 8/3/2012 20 weeks Thursday mornings 9.30 – 12.00

ECDL – full course, all 7 modules - Essentials and Extra £325

212629 Widmore Centre with Linda Oulton

14/9/11 – 20/6/2012 32 weeks Wednesdays 09.30-12.00

212631 Widmore Centre with Sue Taylor

24/9/11- 30/6/12 32 weeks Saturdays 9.30-12.00