

Computer Courses

ECDL EXTRA – Intermediate (Level 2)

What skills do I need?	You should be familiar with the keyboard, mouse and have some experience with using Word Processing and Spreadsheet applications. The course is recognised as Level 2 (GCSE A*-C grades) and is an excellent way of gaining IT skills needed for employment, supporting your children or for personal and recreational use.
What does it cover?	<p>Qualification: ECDL Extra</p> <p>Word Processing: Navigating, Saving, Formatting, Editing, Page Setup. Printing, Headers and Footers, Inserting Objects, Tables, Tabs, Mail merge.</p> <p>Spreadsheets: Navigating, Saving, Formatting, Editing, Formulas and Functions, Working with Worksheets, Charts and Graphs.</p> <p>PowerPoint: Navigating, Saving, Formatting, Editing, Inserting objects, Drawing shapes, animations and transitions, Slide Shows.</p> <p>Improving Productivity: Knowing how to use IT in the workplace, the benefits of IT and IT Security in the workplace.</p>
How long is the course?	It depends on your starting point and the amount of time you can allocate to the learning per week but the recommended time is 120 hours. You can attend on a flexible basis at times and dates to suit your needs. There is no set start date, you apply anytime.
How much will it cost?	<p>Free: If you meet the following criteria:</p> <ul style="list-style-type: none"> ▪ In receipt of Job Seekers Allowance at the time of enrolment. ▪ In receipt of WRAG ▪ We will require evidence before enrolment. <p>Please note other criteria on UK residency apply. Please contact us to check the funding rules if this applies.</p> <p>Not eligible for free learning?</p> <p>If you are not eligible under the criteria above you may need to pay. Please see our website for prices. All costs will be transparent and explained to you before enrolment. Costs include all learning resources and certification.</p>
Tests & Assessments	Modules are assessed through quizzes, online assessments and a variety of offline tasks to complete. There will be a 45 minute test (online or paper based) at the end of each module. Learners are entitled to four attempts at each module if necessary.
What qualification?	We deliver a recognised qualification from the British Computer Society (BCS).
What can I progress on to?	This course is recognised as a full level 2. You may wish to progress to ECDL Advanced in the same subjects or select other courses such Web Design, Imaging, Databases, Desktop Publishing, Multimedia Use or Collaborative Technologies (Social Networks).
How do I book or find out more information?	<p>Phone: the Centre on 01527 524762</p> <p>Email: learningonline@redditchbc.gov.uk</p> <p>Visit: the Centre - Greenlands Business Centre, Studley Road, Redditch, B987HD</p> <p>Website: for opening times, map and prices: www.redditchbc.gov.uk/education</p>