



Course name: ECDL Essentials Level 1

Course tutor: Ivo Oliveira

How many weeks is the course? 12 weeks

What are the dates of the course?

Courses start in September. Please call 02072756750 to confirm the next start dates.

What are the days and times of the course?

Two days a week - Wednesday 9:30 - 4:30, Thursday 9:30 - 4:30

What Qualifications will I get?

BCS ECDL Essentials Level 1

Which Units will I cover?

- **IT User Fundamentals**
(Level 1 - Essentials) Use IT systems to meet needs. Organise, store and retrieve information efficiently. Carry out routine maintenance of IT systems and respond to routine IT system problems.
- **Using Email and the Internet**
(Level 1 - Essentials) Use e-mail software tools and techniques to compose and send messages. Manage incoming email effectively. Connect to the internet. Use browser software to navigate web pages. Use browser tools to search for information from the internet.
- **Security for IT Users**
(Level 1 - Essentials) Use appropriate methods to minimise security risks to IT systems and data.

What else could I do on the programme

The Edexcel National Test for Literacy and Numeracy will be offered at Level 1 or 2. If you have not received a Literacy or Numeracy qualification or equivalent above Level 1 in the last five years then this will be a compulsory part of your course.

How is the learning Marked/Assessed?

Assignments for each Unit

What can I do next?

Progression to **ECDL Extra Level 2** – dependant on attendance, punctuality and achievement

Please Note

ELATT reserves the right to alter curriculum content and timetabling if required.

