



Course name: ECDL Extra Level 2

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 - Monday 9:30 - 4:30, Tuesday 9:30 - 4:30

**What Qualifications will I get?**

**BCS ECDL Extra Level 2**

*Which Units will I cover?*

- **Word processing**  
(Level 2 - Extra)
- **Spreadsheet Software**  
(Level 2 - Extra)
- **Presentation Software**  
(Level 2 - Extra)
- **Improving Productivity Using IT**  
(Level 2 - Extra)

**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*

**Please Note**

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

