

COURSE INFORMATION

**European Computer Driving Licence and BCS Level 2 Certificate
(ECDL Essentials and ECDL Extra)**

The European Computer Driving Licence (ECDL) is an international qualification, administered in the UK by the British Computer Society. It is comprised of two separate courses covering a variety of computer applications, and is designed specifically for those who wish to demonstrate their competence in the use of information technology.

The first part of the qualification, ECDL Essentials, is at Level 1. This course consists of three modules (Basic Concepts, Using a Computer and Managing Files, and Using the Internet) which must be completed before moving on to the Level 2 part of the qualification, ECDL Extra. Level 1 results in the BCS Level 1 Certificate, and can be taken as a stand alone course in its own right. Level 2 consists of the remaining four ECDL modules (Word Processing, Spreadsheets, Databases and Presentations) and a final theory test to achieve the BCS Level 2 certificate.

These courses are suitable for people with some computer experience (eg CLAIT or equivalent practical experience). They are not suitable for beginners.

Cost: ECDL Essentials (Level 1) costs £120 and ECDL Extra (Level 2) costs £165 , with concessions for people on benefit.

Course length: You must finish each course within 6 months. You can take a break between the two courses. You are expected to attend weekly during term time, at one of the sessions allocated for open learning, but it does not have to be the same time each week. Workshop session times are available on a separate sheet and are subject to change.

The average study time is 5-6 hours per week (some of which can be done at home), but this can vary according to previous experience.

You will be enrolled as a student of Stephenson College, Coalville and you will be entitled to the same benefits as any other Stephenson student, including use of college facilities.

Course Description

At Appleby Online the ECDL is run as a flexible start, open learning course. You can attend any of our workshop sessions during the week. You will work through a variety of learning materials at your own pace and take each test when you are ready. The only restriction is that each course must be finished within six months of starting. To achieve this we prepare a schedule for you that will enable you to reach this target by working at a constant rate, at times tailored to your convenience. We supplement the workshop sessions with group tutorials, which are particularly useful for the theory sections.

You can do some of the work at home if you have the right equipment. However many of the learning materials are only available at the Appleby Online Centre, and you will be expected to attend the Centre at least weekly where you will have a learning supervisor to assist you when you need help. You will also be allocated a Course Tutor who will be your main contact if you have any queries or problems, and who will monitor your progress through the course and give feedback on your work as you go along.

At the end of each module there is a short assessment test, lasting 45 minutes, and there is a final theory test to qualify for the full Level 2 qualification. There are eight tests in all: three for the Level 1 course and five at Level 2. Tests can be retaken if necessary.

The objective of the course is for you to learn all the tasks listed on the syllabus - this is available on the ECDL web site at www.ecdl.co.uk or from Appleby Online Centre on request.

How you learn these skills will vary with your individual preferences. The course material is designed to be flexible, to give you as much practice on a particular topic as you need.

There is a variety of material to suit your particular circumstances and preferred method of learning. We have workbooks to take you through the full syllabus, or shorter briefing sheets if you only need help on particular topics. We run regular tutorial sessions to cover the theory topics, and there are practice tests for you to try, to judge whether you are ready to take the test. Your tutor will help you choose the best material to use to meet your individual requirements.

If you already have some familiarity with an application, you may not need to use all the course material, and you may be able to complete the course in a shorter time.

Level 1 Modules:

1. Basic Concepts. This is a theory module, for which you do not need access to a PC, but we recommend you use the Internet to help with your research. The assessment is a multiple-choice paper which tests your understanding of technology, and how computers are used in the world today.

The remaining modules are practical:

2. Using a Computer and Managing files (mostly using Windows Explorer)
7. Information Network Services, using the Internet and email

Level 2 Modules:

3. Word processing, using Microsoft Word
4. Spreadsheets, using Excel
5. Databases, using Access
6. Presentations and Drawing, using PowerPoint

There is a final theory test to complete the Level 2 qualification.

For more information contact Appleby Online Centre: info@applebymagna.org.uk or telephone **01530 274302**. The web site is www.applebyonline.org.uk.