

Course Descriptions

BCS European Computer Driving Licence Part 1 & IT User Level 1 Workshop							
Course code	Start Date	End Date	Duration	Day	Time	Cost	Advice & Guidance
ECDL1A/09	02/11/09	11/12/09	6 weeks	M, Th, F	12:30-3:00	£160	Personal interview
ECDL2E/09	02/11/09	10/12/09	6 weeks	M & Th	06:30-9:30	£160	Personal interview
ECDL3S/09	19/09/09	24/10/09	6 weeks	M & Th	10:30-4:00	£160	Personal interview

Who is this course for?

The course is designed to develop a broad based understanding of the computer with a comprehensive introduction to office-based applications useful for work based and leisure activities.

What is the level of the course?

Level 1 in the National Qualification Framework. Level 1 is comparable to an NVQ Level 1 or a Foundation GNVQ.

What previous knowledge/experience is required?

Students who have passed E-Citizen or Computers for Beginners or demonstrate a similar standard.

What will the course cover and what can I expect to do by the end of it?

Course content is divided into 3 modules:

- (Module 1) Basic Concepts of Information Technology. Students should be able to acquire knowledge of the operational concepts of the computer, be able to identify hardware units, software facilities and security procedures.
- (Module 2) Using the Computer and Managing Files. Students should be able to organize files and directories, be able to search edit and use print management facilities effectively.
- (Module 7) Information and Communication. Students should be able to use the concepts and terms associated with the Internet and search the Web efficiently. They should be able to demonstrate the ability to manage and organise emails.

Each student will work with his or her own computer. Electronic SmartBoard presentation, step-by-step instruction, supervised practical work and reference notes. Using online technologies and electronic Learning.

What teaching and learning methods will be used on the course?

At the WLA we employ a wide variety of Teaching & Learning strategies. These include practical classes, lectures, 1:1 tutorials, Computer Based Training using on line resources, project work and assessment of portfolios.

How will we assess your progress on the course?

Work will be assessed through a range of activities in the classroom, through question and answer sessions; interactive online demonstrations that are followed up with group and one to one feedback You can expect your tutor to give you oral and written feedback both individually and as a group. At the completion of each module of study students will take a test.

What type of qualification will passing this course give me?

Successful students obtain the BCS (British Computer Society) Level 1 IT User Certificate or other Level 1 IT Qualification

What can I do after completing this course?

BCS ECDL (Part 2).

What extra study/practice do we expect you to do outside the class?

Students need to commit to making time outside of class to practice; at home or in the Academy using the ICT facilities.

Are there any other costs? (e.g. materials, equipment or books I need to buy before or during the course)

Recommended Text book: Learning to Pass ECDL Syllabus 5.0 Learning to Pass ECDL Syllabus 5.0 Using Office 2003 by Jenny Phillips ... Publisher: Heinemann (2 Jan 2009); ISBN-10: 0435578464

Who can I contact for further information?

Main Reception 020 8841 4511 or email: aec@westlondonacademy.co.uk

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