

Course Descriptions

BCS European Computer Driving Licence Part 2 & IT User Level 2 Workshop							
Course code	Start Date	End Date	Duration	Day	Time	Cost	AIG
ECDL4A/09	11/01/10	01/04/10	12 weeks	M, Th, F	12:30-3:00	£199	Personal interview
ECDL5E/08	11/01/09	01/04/10	12 weeks	M & Th	6:30-9:30	£199	Personal interview
ECDL6S/09	09/11/09	13/02/10	12 weeks	Saturday	10:00-4:00	£199	Personal interview

Who is this course for?

This is an Examination Course and students need to take 5 Tests (Module 3, 4, 5, 6, Unit E) to develop a broad understanding of the computer with a comprehensive introduction to office-based applications.

What is the level of the course?

Level 2 in the National Qualification framework. Level 2 is comparable to an NVQ level 2, an Intermediate GNVQ or a GCSE.

What previous knowledge/experience is required?

Students must have passed ECDL Part 1 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 5 modules:

- (Module 3) Word Processing. Students should be able to import images into a document, be able to use mail merge facility, be able to create standard tables and use tab/indent.
- (Module 4) Spreadsheets. Students should be able to use basic formulas/functions, be able to use page set up, and be able to create/modify graphs and charts.
- (Module 5) Databases / Filing Systems. Students should be able to create table/query, be able to create/understand table relationship, be able to retrieve/sort information, be able to produce/modify form, and be able to produce/modify reports.
- (Module 6) Presentation. Students should be able to create a variety of presentations using graphics and charts and be able to understand /use Master slide, be able to create various slide, show/transition effects.
- (UNIT E) Concepts of Information Technology. Students should be able identify appropriate file types/charts and decide which are best to use in situations, be able to discuss legal issues surrounding computer usage in society and be able to understand Health and Safety/Virus/Environment/security.

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 with Electronic SmartBoard presentation 1:1 tutorials, Computer Based Training technologies and electronic Learning using on line resources, project work and mock tests. Each student will work with his or her own computer using step-by-step instruction, supervised practical work and reference notes.

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 demonstrations that are followed up with group and one to one feedback

What type of qualification will passing this course give me?

BCS Level 2 IT User Certificate and ECDL Certificate.

What can I do after completing this course?

ECDL Advanced Word Processing, Advanced Presentations, Advanced Spreadsheets, Advanced Databases

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

Students need to commit to studying 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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